

AGENDA

BOARD OF MAYOR AND ALDERMEN

June 28, 2016
Mayor and all Aldermen

7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation regarding the Housing Study Commission.

CONSENT AGENDA (ITEMS 4-19)

4. Mayor Gatsas advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Ratify and Confirm Phone Poll

5. Phone poll conducted on June 1, 2016, accepting the report of the Special Committee on Alcohol, Other Drugs and Youth Services to support the request for two conditional use permits for 267 Wilson Street.

Approve under supervision of the Department of Highways, subject to funding availability

6. Sidewalk Petitions:

43 Henriette Street
242 Whitford Street
764 Chestnut Street

114 Hillhaven Road
172 Gold Street
738 S Beech Street

Information to be Received and Filed

7. Minutes from the March 2016 MTA Commission meeting, the February 2016 Financial reports and the February 2016 Ridership reports submitted by Michael Whitten, MTA Executive Director.
8. Communication from Xfinity regarding channel change information.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

9. Resolution:

"Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber's Place Operations."
10. Bond Resolutions:

"Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Fifty Thousand Dollars (\$550,000) for the 2017 CIP 810017 Technology Upgrades."

"Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2017 CIP 710217 Municipal Deferred Maintenance Program."

"Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the 2017 CIP 810117 Police Records Management System Replacement."

"Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Thousand Dollars (\$200,000) for the 2017 CIP 710517 Bridges Design."

"Authorizing Bonds, Notes or Lease Purchases in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the 2017 CIP 810917 Permit and Licensing Software Upgrade."

REPORTS OF COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

11. Advising that the Ordinance Amendment:

“Amending the Zoning Map of the City of Manchester by rezoning an area currently zoned Residential One Family (R-1B) to General Business (B-2); with the area situated on parcel TM 652 Lot 8, which is situated off the western side of Second Street between Master Street and McQuesten Street.”

has been received and filed.

(Aldermen Barry, Levasseur and Herbert voted yea, Alderman Ludwig voted nay and Alderman O'Neil was absent)

COMMITTEE ON COMMUNITY IMPROVEMENT

12. Recommending that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.

(Unanimous vote with the exception of Alderman Shaw who arrived late)

13. Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$486,226 for CIP 210716 Homeless Healthcare be approved.

(Unanimous vote with the exception of Alderman Shaw who arrived late)

14. Advising that the amended request from the property owner of 78 Cartier Street for subordination of a lien in the amount of \$43,254 was received and filed.

(Unanimous vote)

15. Recommending that the request from the property owner of 81 Ash Street requesting subordination of a City lien in the amount of \$31,545 be approved.

(Unanimous vote)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

16. Recommending that the Code Enforcement position in the Planning Department be approved.
(Unanimous vote)
17. Advising that the communication from the Human Resources Director regarding workers compensation and FMLA has been received and filed.
(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

18. Recommending that the following regulations governing standing, stopping, parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

NO PARKING ANYTIME

On Belmont Street, east side, from Massabesic Street to a point 165 feet south

Alderman Sapienza

On Sentinel Court, north side, from a point 435 feet west of Bradley Street to a point 120 feet further west

Alderman Shaw

On Spring Street, north side, from Canal Street to a point 188 feet east

Alderman Long

On Broadway Avenue, west side, from Farmer Street to a point 85 feet south

Alderman Pappas

On Plainfield Street, from Rosedale Avenue to Lenox Avenue, west side

Alderman Shaw

NO PARKING 8 AM-6 PM, MON-SAT

On Taylor Street, east side, from a point 360 feet north of Somerville Street to a point 58 feet north

Alderman Shea

TWO HOUR PARKING

On Spring Street, north side, from a point 40 feet west of Elm Street to a point 188 feet east of Canal Street

Alderman Long

STOP SIGNS, 3-WAY

On Bradley Street at Beech Hill Drive, NWC, SEC

Alderman Shaw

RESCIND NO PARKING ANYTIME

On Belmont Street, east side, from Massabesic Street to a point 180 feet south (Ord. 8527)

Alderman Sapienza

RESCIND TWO HOUR PARKING

On Spring Street, north side, from a point 40 feet west of Elm Street to a point 200 feet east of Canal Street (Ord. 7396)

Alderman Long

RESCIND NO PARKING 8 AM-6 PM, MON-SAT

On Taylor Street, east side, from a point 360 feet north of Somerville Street to a point 110 feet north (Ord. 9871)

Alderman Shea

RESCIND STOP SIGN, 4-WAY

On Carpenter Street at North Adams Street, NEC, SWC

Alderman Cavanaugh

Lake Shore Road, east side, from Minot Street to a point 200 feet north

Alderman Pappas

(Unanimous vote with the exception of Alderman Shaw who arrived late)

19. Recommending that their previous report recommending approval of increased parking fees for FY2017 with an effective date of October 1, 2016 be rescinded and that all parking fees and enforcement hours remain the same.
(Unanimous vote)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

REGULAR BUSINESS

20. Communication from Matthew O'Brien submitting a letter of resignation from the Planning Board.
Ladies and Gentlemen, what is your pleasure?
21. Nomination(s) to be presented by Mayor Gatsas, if available.

22. Confirmation(s) to be presented by Mayor Gatsas:

Manchester Development Corporation

Kathryn Horgan to succeed Gregory Telge (term-limited) as a member, term to expire March 11, 2019

Planning Board

Ray Hebert to succeed Matthew O'Brien as a member, term to expire May 1, 2019

Daniel LeClerc to succeed Erik Kisak moving from alternate to full member, term to expire on May 1, 2019

Barry Lussier to succeed Daniel LeClerc (moved to full member) as an alternate member, term to expire May 1, 2019

Ladies and Gentlemen, what is your pleasure?

23. Legislative Update, if available.

24. Budget projections to be submitted by William Sanders, Finance Officer, if available.

25. Request for building regulation special exemption for property located at 488-490 and 496-498 Hanover Street.

Ladies and Gentlemen, what is your pleasure?

26. Petitions for demolition and removal of hazardous buildings submitted by Leon LaFreniere, Planning & Community Development Director.

Ladies and Gentlemen, what is your pleasure?

27. Tentative Agreement between the Police Department Support Staff/Teamsters Local 633 and the City.

If the Board so desires, a motion would be in order to ratify.

28. Tentative Agreement between the Manchester City Library Staff/Teamsters Local 633 and the City.

If the Board so desires, a motion would be in order to ratify and layover.

29. Communication from William Craig, Economic Development Director, submitting a request from the Southern New Hampshire Planning Commission for the City's participation in a regional Comprehensive Economic Development plan.
Ladies and Gentlemen, what is your pleasure?
30. Parking structure proposal and terms sheet for the Bedford Street Lot.
Ladies and Gentlemen, what is your pleasure?
31. Presentation on the Parking Assessment District.
Ladies and Gentlemen, what is your pleasure?
32. Report(s) of the Committee on Community Improvement, if available.
Ladies and Gentlemen, what is your pleasure?
33. A motion is in order to recess the meeting to allow the Committee on Finance to meet.
34. Mayor Gatsas calls the meeting back to order.
35. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
36. Report(s) of the Committee on Accounts, Enrollment & Revenue Administration, if available.
Ladies and Gentlemen, what is your pleasure?
37. Report(s) of the Committee on Administration/Information Systems, if available.
Ladies and Gentlemen, what is your pleasure?
38. Report(s) of the Committee on Bills on Second Reading, if available.
Ladies and Gentlemen, what is your pleasure?

39. Report(s) of the Committee on Lands and Buildings, if available.
Ladies and Gentlemen, what is your pleasure?
40. Report(s) of the Special Committee on Solid Waste Activities, if available.
Ladies and Gentlemen, what is your pleasure?
41. Resolution: **(A motion is in order to read by title only.)**
- "Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber's Place Operations."
- A motion is in order that the resolution ought to pass and be enrolled.**
42. **A motion is in order to recess the meeting to meet with legal counsel.**

NEW BUSINESS

TABLED ITEMS

(A motion is in order to remove any item from the table.)

43. Recommending that the final report and recommendations from the Housing Study be referred to the Board of Mayor and Aldermen.
(Unanimous vote with the exception of Alderman Long who arrived late)
(Note: Tabled 5/17/16)
44. Communication from the City Solicitor related to the citizen complaint of alleged charter violations dated September 8, 2015.
(Note: Tabled 12/15/15)

ADJOURNMENT

45. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Alcohol, Other Drugs and Youth Services respectfully recommends, after due and careful consideration, that the Board of Mayor and Aldermen support the request for two conditional use permits for 267 Wilson Street.

(Aldermen Barry, O'Neil and Pappas voted yea; Aldermen Ludwig and Shaw were absent)

Respectfully submitted,



Clerk of Committee

On a vote conducted via phone poll of the Board of Mayor and Aldermen on June 1, 2016, the report of the Committee was accepted and its recommendations adopted.



City Clerk



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/we, Michael & Roberta Craps, the
Name(s)

owner(s) of the real estate abutting upon 43 Henriette St
Street Address

Manchester, NH

Zip Code

Description (including footage): Resurface the existing sidewalk

desire that:

- ☒ A sidewalk be constructed along said frontage
☒ A sidewalk be reconstructed along said frontage
☐ Curbing be installed along said frontage
☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

Owner

Mailing Address

Phone #:

603-657-5986

Date:

5/31/16



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

Received

JUN 02 2016

City Clerk's Office

I/we, Arch & MIM LLC (Aristidis Kalampalikis), the
Name(s)

owner(s) of the real estate abutting upon 242 Whitford Street
Street Address

Manchester, NH 03104
Zip Code

Description (including footage): approx. 140 ft.

would like granite curbing
please

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Aristidis Kalampalikis
Owner

Owner

259 Whitford Street, Manchester NH 03104
Mailing Address

Phone #:

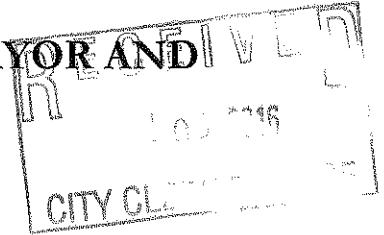
603 203-1679

Date:

June 2, 2016



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:



I/we, Cathy J. Green / Cathy J. Green Trust, the
Name(s)

owner(s) of the real estate abutting upon 764 Chestnut St
Street Address

Manchester, NH
Zip Code

Description (including footage): the sidewalk that needs repair
is 70 feet in length & runs from the driveway leading
to 754 Chestnut to my driveway at 764
Chestnut.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Cathy J. Green
Owner

183 Stark Hwy S, Dunbarton, NH 03046
Mailing Address

Phone #: 603 669-8446 Date: June 3, 2016
cathy@green-utter.com



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

Received

JUN 10 2016

I/we, Melissa Borthwick & James Porter, the
Name(s)

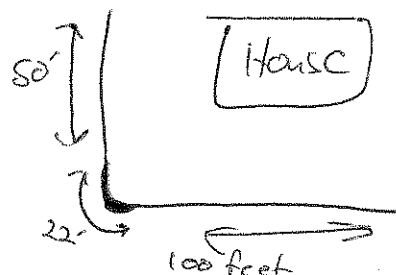
owner(s) of the real estate abutting upon 114 Hillhaven Road
Street Address

Manchester, NH 03104
Zip Code

Description (including footage): Please install curbing
at our property on both the Hillhaven Rd
and Applecrest Road border to our property

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage



hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature] Owner
[Signature] Owner

114 Hillhaven Rd Manchester NH 03104
Mailing Address

Phone #: 603-206-5038 Date: 6/10/16



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

City Clerk's Office
JUN 14 2016
Received

I/we, RICHARD & JOANNE ST JEAN, the
Name(s)

owner(s) of the real estate abutting upon 172 GOLD ST
Street Address

Manchester, NH 0310

Description (including footage): INSTALL CURB AT THE
STREET FRONT 50'

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

Received

JUN 14 2016

City Clerk's Office

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

Owner

172 GOLD ST MANCHESTER N.H. 03103
Mailing Address

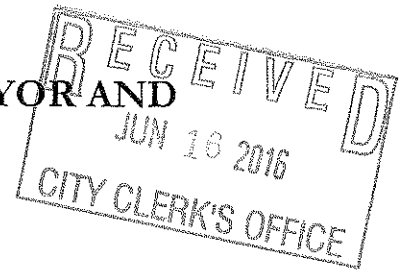
Phone #:

603-623-7879

Date: 6-14-16



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:



I/we, NICHOLAS & VICTORIA STETSYUK (etal.), the
Name(s)

owner(s) of the real estate abutting upon 738 SOUTH BEECH ST
Street Address

Manchester, NH
Zip Code

Description (including footage): _____

PLEASE SEE ATTACHED NARRATIVE AND PHOTOS
FOOTAGE = 9.3' x 75.3'

desire that:

- ☒ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Nice Stetsyuk

Victoria Stetsyuk

Owner

A. Ilyuk

Larisa Ilyuk

Owner

738 SOUTH BEECH ST MANCHESTER, NH 03103

Mailing Address

Phone #:

603 - 289 - 1032

Date:

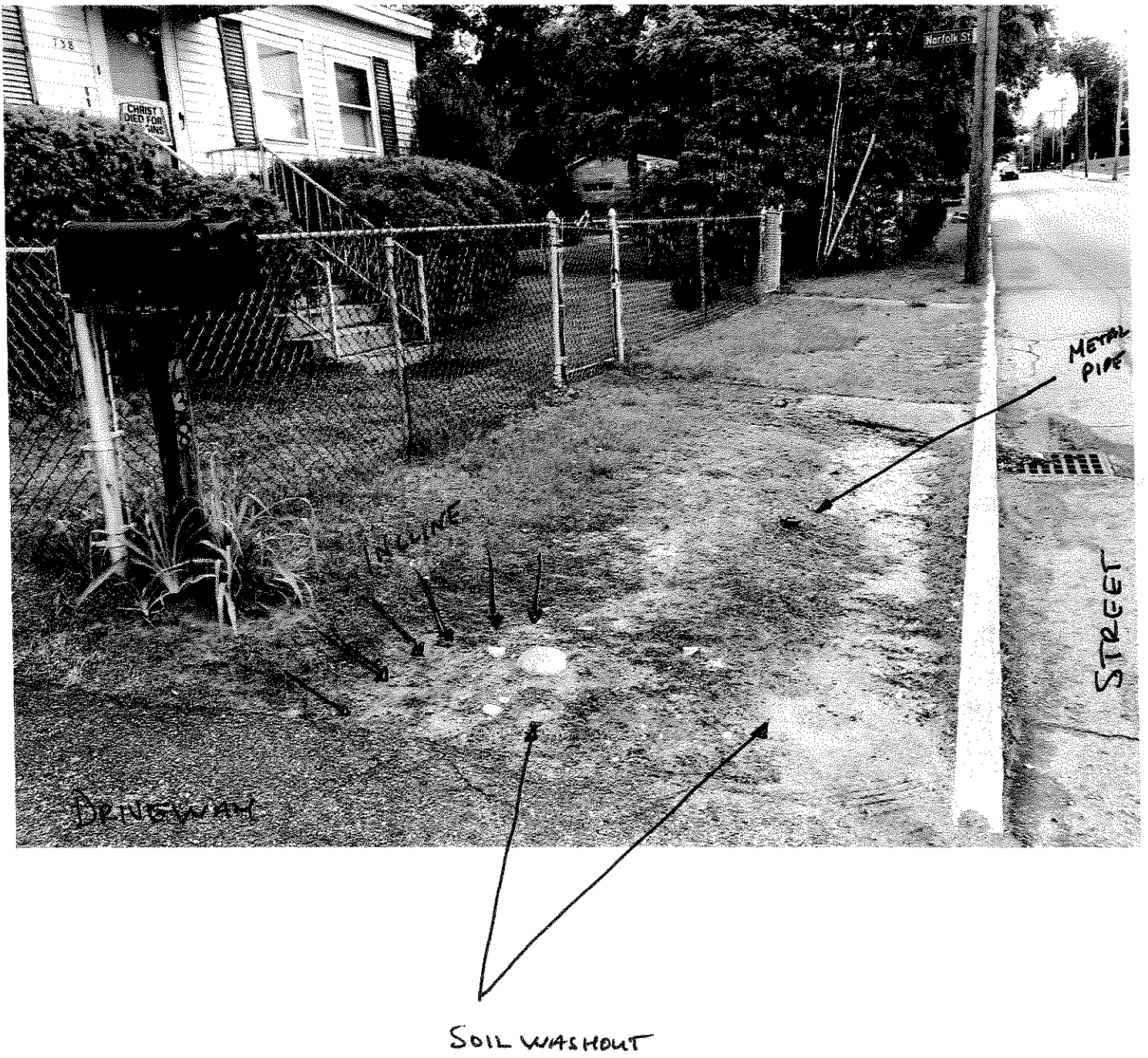
6/13/16

Dear Sir or Madam,

We live on a very heavily traveled main street in Manchester, and over the last several years we have tried many times to place loam and grass seed over the sidewalk area in front of our house. Our attempts have been unsuccessful because of the harsh roadside conditions (heavy traffic, constant winter street salting, trash can pickup, etc), and as a result, the soil in this area is constantly and steadily eroding and washing out. This creates a slippery and muddy incline during wet and/or freezing conditions, and our mailman has voiced this concern to us. In addition, there is a city water pipe protruding out of the soil (see photos), which becomes increasingly more prominent with time and is a constant tripping hazard for anyone walking by our house. We have witnessed this firsthand, and it is dangerous to any passerby who isn't aware of the metal pipe. Because of these concerns, we kindly request the City of Manchester to allow us to pave this area to make it safe for people who are walking by and/or servicing trash pickup or mail delivery. We think that having a hot top asphalt will create a more stable incline and also protect the water piping underneath.

Thank you for your consideration.

N.S





METAL PIPE

CURB "LIP"
EXPOSED FROM
SOIL EROSION



METAL PIPE

WALKWAY
TO FRONT
DOOR

INCLINE

EROSION AREAS, SOIL WASHOUT



**MANCHESTER
TRANSIT AUTHORITY**
110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



MICHELLE LAUDER, CHAIR
ALAN P. GOODE, VICE CHAIR
KIM KEEGAN
WILL STEWART
ALEXANDRA HORTON

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

June 1, 2016

Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, May 31, 2016. Enclosed are the approved Minutes of the April 2016 Meeting, April 2016 Financial Report, and April 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, June 28, 2016.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

Mike

Michael Whitten
Executive Director

Enclosures

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



MICHELLE LAUDER, CHAIR
ALAN P. GOODE, VICE CHAIR
EDWARD W. STEWART, JR.
KIM KEEGAN
WILL STEWART

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

Minutes from the April 26, 2016 Commission Meeting

MEMBERS PRESENT:

Chairman Michelle Lauder
Vice Chairman Alan P. Goode
Commissioner Edward W. Stewart
Commissioner Kim Keegan

MEMBERS ABSENT:

Commissioner Will Stewart

PERSONNEL PRESENT:

Michael Whitten, Executive Director
William J. Cantwell, Asst. Director - Finance
Ryan Renauld-Smith, Asst. Director – Transit
Paul Beauregard, Asst. Director – Maintenance

PERSONAL ABSENT:

Karen Holden, -Asst. Director-School

OTHERS PRESENT:

Timothy White – Principal Transportation Planner SNHPC

1. a. Charmian LAUDER called the meeting to order at 5:00pm
- b. **Approve Minutes of the March 2016 Commission Meeting.** GOODE made a motion to approve the March 2016 meeting minutes as presented. KEEGAN seconded the motion. All members present were in favor.

MANAGEMENT REPORTS

2. **Financial Report for March 2016** E. STEWART made a motion to accept the March 2016 Financial Reports as presented. Motion was seconded by KEEGAN. All members present were in favor

Transit Operation:

Revenues: CANTWELL: For the month of March 2016 revenues on transit were \$212,013; \$9,228 less than budget. Farebox and Fare media were behind the monthly budget approximately \$3,206, Farebox and all media were behind the budget this month with Shuttle Revenue and Advertising Revenue higher, making up for most of the shortfall.

Expenses: CANTWELL: For the month of March 2016 total transit expenses were \$339,656; \$25,366 less than budget. The expenditures in almost all the areas were less than budget with no significant variances.

School Operation:

Revenues: CANTWELL: For the month of March 2016 revenues were \$346,234; 12,612 less than budget. The School Charter service was under budget this month, possibly related to weather effect on Fieldtrips, and we are still ahead for the year.

Expenses: CANTWELL: For the month of March 2016 school expenses were \$323,805; \$12,038 less than budget. CANTWELL stated that the Expenditures followed the budget this month and we continue to be close to budget year to date.

- b. **Operations Reports for March 2016:**

Transit Ridership Statistics, Operating reports: REANULD-SMIH reported that March was a fairly quiet month on Transit. Ridership was slightly down for the month to which LAUDER asked about the college ridership as it appears to be lower than normal. RENAULD-SMITH reported that many colleges had spring

break so it brought the ridership down. Goffstown shuttle transported 66 passengers in the month of March. There were 3 vehicle collisions in March all minor, none of them needing a tow or anyone injured. There were 42,856 passenger boarding's on the fixed route for March and 761 passenger boarding's on the demand response.

School Operating Report: RENAULD-SMITH reported March started with 75 active drivers. There were 4 licensed, 1 driver left voluntarily, which ended the month with a total of 78 school operators. There were 126,809 student boarding, 128 charters booked. There were 6 vehicle collisions, 1 was reported to insurance.

Maintenance Report:

Transit: BEAUREGARD: There were two road calls in the month of March. Neither of those led to needing a tow. Maintenance had 18 transit inspections scheduled and a total of 18 were completed.

School: BEAUREGARD: On school there were zero road calls for the month of March. Maintenance had 19 School Bus inspections scheduled and a total of 28 inspections were completed.

NEW BUSINESS

3. a. **Transit and School Operating Budget:** WHITTEN presented to the board the operating budgets for Transit and School for FY17. WHITTEN expressed before the Board what a great job CANTWELL does at anticipating what the budget model should look like year after year.

School: E. STEWART asked if the district is still post billing the MTA to which WHITTEN answered that the district now pays monthly. LAUDER made a motion to approve the \$3,403,952 operating budget for FY 17. Motion was seconded by KEEGAN. All members present were in favor.

Transit: WHITTEN presented before the board the Transit budget for FY 17. WHITTEN asked if there were any questions on the Transit budget. With no questions being asked E. STEWART made the motion to approve the \$4,648,811 operating budget for FY 17. Motion was seconded by GOODE. All members present were in favor.

- b. **Liability Insurance Renewal:** WHITTEN explained to the board that CANTWELL met with representatives from Cross Insurance about the MTAs liability insurance carrier, Philadelphia. They are confident they can negotiate a flat renewal rate from them. WHITTEN explained that the insurance expense would rise slightly compared to last year due to the purchase of additional school buses. A motion was brought forth by LAUDER to allow staff to negotiate liability insurance with Cross for FY17. Motion was seconded by KEEGAN. All members present were in favor.
- c. **2 Way Radio Install:** WHITTEN explained to the board that the MTA has been working with the Manchester Fire Department as part of the city wide radio (2-way) replacement program. MTA will receive complete replacement of all radio equipment at no charge. WHITTEN explained that the process of replacement should start late June 2016.

OLD BUSINESS

4. a. **Walmart Route Changes:** WHITTEN explained to the board that there have been some minor route changes on Transit with the new super Walmart opening on Gold St. The new route changes include:
- Route #10 no longer services Keller/Kaye St (location of old Walmart)
- Route #12 no longer services Keller/Kaye St but now stops at the new super Walmart on Gold St.
- Route #12 will also service Hannaford on John Devine on the inbound and outbound.
- Route #12 will no longer service the Mount Washington College which has closed.

OTHER BUSINESS

5. a. **MTA 2016 Excursions** WHITTEN brought before the board the listing of the 2016 excursions to the beach and Deerfield Fair.
- Hampton Beach will be as follows: June 18, July 9, August 6 and September 10
- Deerfield Fair will be as follow: October 1
- b. **Terracon** WHITTEN brought before the board a proposal to renew the contract with Terracon. Terracon is the company that checks the ground water around MTA for contaminates. Terracon has had this contract for years and through contacting other companies, Terracon continues to provide a reduced cost to the MTA. GOODE made a motion to approve and grant the \$13,150 contract to Terracon. Motion was seconded by LAUDER. All members present were in favor.

c. **FY 17 Service Changes** WHITTEN presented before the board a proposal for changes to some of the fixed routes. The changes come due to the opening of the super Walmart on Gold St and also to improve the quality of service the MTA provides to the residents of Manchester. Following are the proposed changes following the public hearing on Monday, May 16th from 10:00am to 11:00am in the Aldermanic Chambers of the Manchester City Hall.

1. Splitting Route #1 into two routes. The new Route #1 will depart VP and travel to Bridge Street then up Bridge to the Dartmouth via Eastern Ave. Service will continue to the VA before returning to Bridge Street via Mammoth for the return to downtown. This will create inbound and outbound service on Bridge Street while eliminating under-utilized service on Smyth Road. While the #1 won't travel Brook Street, the Route #5 will help offset that loss. This was intended for last year but logistically didn't fit in our schedules.
2. Route #2 has one minor change. The inbound route will continue on Hanover all the way to Elm. There is no longer a need to travel up to Bridge with the new Route #1.
3. No change Route #3.
4. No change Route #4.
5. New trip added at 5:45 PM Route #5.
6. Route #6 will no longer service old Shaw's plaza. Route will now terminate at Hannaford plaza.

7. Route #7 (Green DASH) service will have defined time points and run continuously from 9:00 AM to 5:00 PM.
8. Route #8 will now service Walmart on Gold Street. Service on Kaye/Keller Streets will be eliminated and replaced by service from Route #10.
9. No change Route #9.
10. Route #10 will once again service Kaye/Keller Streets (Old Walmart location).
11. Express trips added at 9:30, 11:30, & 1:30 connecting Manchester Community College and downtown.
12. No change Route #12
13. Route #13 running times adjusted as total trip length is reduced from 60 minutes to 45 minutes. Trip frequency remains hourly but departure times amended.
14. Route #14 will be a new thirty minute route departing from the Radisson and traveling south on Elm, left on Lake, right on Chestnut, left on Spruce, right on Canton, left on Auburn, right on Tarrytown to Elliot Hospital, left on Massabesic, left on Mammoth, right on Lake to Eastside Plaza, then inbound on Lake all the way to Elm. This maintains service to the Eastside Plaza and Elliot Hospital but makes the trip much shorter while also restoring service to Lake Avenue.
15. No fare increase is being considered.

E.STWEART made a motion to approve the proposed route changes and the public hearing on May 16 2016. Motion was seconded by GOODE. All members

present were in favor.

- d. **Date for Next Meeting.** Tuesday May 31, 2016

With no further business to come before the Board, E. STEWART made a motion to adjourn the meeting at 6:25pm Seconded by LAUDER. All Commissioners present were in favor.



Transit

April 2016

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	29,028.28	25,378.00	247,888.10	246,353.00	1,535.10
Full Fares and Passes	9,653.00	11,518.00	111,863.00	111,849.00	14.00
Monthly Full Passes	3,740.00	5,018.00	39,200.00	48,829.00	(9,629.00)
Reduced Fares and Passes	2,217.50	2,158.00	20,720.00	20,999.00	(279.00)
Monthly Reduced Passes	2,070.00	2,392.00	19,695.00	23,276.00	(3,581.00)
Paratransit Fare and Tickets	3,284.00	4,210.00	29,280.00	41,561.00	(12,281.00)
Monthly Student Fares	135.00	300.00	7,650.00	10,695.00	(3,045.00)
Total Farebox and Tickets	50,127.78	50,974.00	476,296.10	503,562.00	(27,265.90)
Shuttle and Excursions					
Shopping Shuttle	30,217.95	2,425.00	65,194.85	24,250.00	40,944.85
Excursion Revenue	-	-	860.26	-	860.26
Total Shuttle and Excursions	30,217.95	2,425.00	66,055.11	24,250.00	41,805.11
Other Revenue					
Sale of Fuel to City Departments	1,460.01	-	11,190.51	-	11,190.51
Maintenance Service to City	(854.50)	-	148.55	-	148.55
Advertising Revenue-Bus	5,157.09	7,200.00	105,976.14	72,000.00	33,976.14
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	27.27	-	446.77	-	446.77
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	1.61	3.00	38.30	30.00	8.30
Photo Picture ID Revenue	26.00	20.00	216.00	200.00	16.00
Total Other Revenue	5,817.48	7,223.00	118,016.27	72,230.00	45,786.27
Total Operational Income	86,163.21	60,622.00	660,367.48	600,042.00	60,325.48
Operating Assistance					
City of Manchester	11,000.00	11,000.00	1,196,560.00	1,198,560.00	(2,000.00)
Private/Public Partnerships	20,000.00	-	20,000.00	28,500.00	(8,500.00)
Federal Operating Subsidy	120,344.00	152,151.00	1,483,446.00	1,531,677.00	(48,231.00)
Total Operating Assistance	151,344.00	163,151.00	2,700,006.00	2,758,737.00	(58,731.00)
Total Revenue	237,507.21	223,773.00	3,360,373.48	3,358,779.00	1,594.48
Labor					
Transit Operator Wages	65,641.43	62,681.00	659,693.70	627,393.00	32,300.70
Transit Operator Overtime Wages	5,146.07	9,018.00	52,062.05	89,113.00	(37,050.95)
CMAQ Operator Wages	5,758.80	5,906.00	57,578.39	58,782.00	(1,203.61)
CMAQ Operator Overtime Wage	111.50	300.00	813.39	3,000.00	(2,186.61)
StepSaver Operator Wages	13,904.11	12,041.00	129,703.77	118,978.00	10,725.77
StepSaver Operator Overtime Wages	1,038.41	2,628.00	7,805.66	25,980.00	(18,174.34)
Mechanic Wages	14,162.40	14,573.00	135,451.58	145,006.00	(9,554.42)
Mechanic Overtime Wages	106.22	500.00	1,585.68	5,000.00	(3,414.32)
Transp. Admin Wages	18,778.48	18,506.00	181,269.84	184,178.00	(2,908.16)
Transp. Admin Overtime Wages	-	-	345.90	-	345.90
Maint. Admin Wages	6,681.53	5,150.00	59,416.37	51,252.00	8,164.37

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
General Admin Wages	8,718.03	11,269.00	109,527.95	112,150.00	(2,622.05)
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	-	-	-
Total Labor	140,046.98	142,572.00	1,395,254.28	1,420,832.00	(25,577.72)
Fringe Benefits					
Health Insurance Expense	49,682.84	53,834.00	631,479.68	658,089.00	(26,609.32)
Dental Insurance Expense	1,636.70	1,710.00	18,845.75	17,100.00	1,745.75
Life Insurance Expense	1,705.48	2,398.00	12,280.20	23,980.00	(11,699.80)
Pension Expense	6,048.00	7,176.00	69,480.00	71,760.00	(2,280.00)
FICA Expense	11,567.93	13,896.00	135,922.90	138,864.00	(2,941.10)
Worker's Compensation	15,703.00	15,258.00	117,651.93	152,580.00	(34,928.07)
Unemployment Compensation	-	1,464.00	-	14,640.00	(14,640.00)
Transit Operator Vacation Wages	4,416.27	5,056.00	41,008.85	50,560.00	(9,551.15)
Transit Operator Holiday Wages	2,342.85	5,125.00	61,204.59	51,250.00	9,954.59
Transit Operator Sick Wages	5,260.06	3,075.00	41,116.25	30,750.00	10,366.25
Mechanic Vacation Wages	1,745.96	1,797.00	18,284.78	17,970.00	314.78
Mechanic Holiday Wages	895.00	1,999.00	22,772.49	19,990.00	2,782.49
Mechanic Sick Wages	377.28	400.00	7,677.23	4,000.00	3,677.23
Transp. Admin Vacation Wages	1,922.74	1,947.00	22,230.38	19,470.00	2,760.38
Transp. Admin Holiday Wages	806.27	2,706.00	22,426.04	27,060.00	(4,633.96)
Transp. Admin Sick Wages	58.33	415.00	6,142.64	4,150.00	1,992.64
Maint. Admin Vacation Wages	921.49	924.00	8,888.25	9,240.00	(351.75)
Maint. Admin Holiday Wages	431.00	918.00	7,023.69	9,180.00	(2,156.31)
Maint. Admin Sick Wages	-	145.00	285.22	1,450.00	(1,164.78)
Gen Admin. Vacation Wages	2,027.78	1,580.00	18,526.67	17,220.00	1,306.67
Gen. Admin Holiday Wages	767.00	1,615.00	16,418.51	16,150.00	268.51
Gen. Admin Sick Wages	102.35	255.00	2,318.61	2,550.00	(231.39)
Transit Uniform Allowance	542.44	573.00	5,658.66	5,730.00	(71.34)
Maintenance Uniform Allowance	198.48	527.00	3,554.84	5,270.00	(1,715.16)
Tool Allowance	-	-	2,087.80	2,175.00	(87.20)
License Reimbursement	-	17.00	70.00	170.00	(100.00)
Burden Adjustment	(23,724.75)	(28,867.00)	(250,610.04)	(288,286.00)	37,675.96
Total Fringe Benefits	85,434.50	95,943.00	1,042,745.92	1,083,062.00	(40,316.08)
Services					
Management Consultant	218.75	1,433.00	4,332.00	17,130.00	(12,798.00)
Commissioner Expense	-	-	500.00	1,000.00	(500.00)
Auditing Expense	-	-	9,661.50	11,340.00	(1,678.50)
Legal Expense	-	208.00	13,963.25	2,080.00	11,883.25
Service and Support	2,452.10	817.00	10,835.46	8,170.00	2,665.46
Security Service	-	158.00	1,836.55	1,580.00	256.55
Outside Advertising	35.33	167.00	666.62	1,670.00	(1,003.38)
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	45.00	125.00	758.00	1,250.00	(492.00)
Pre-Employment Medical	108.00	117.00	1,535.69	1,170.00	365.69
Janitorial Service and Supplies	988.54	688.00	8,264.10	6,880.00	1,384.10
Bank Service Charges	947.68	692.00	8,685.35	6,920.00	1,765.35
Marketing Expense	-	-	-	-	-
Total Services	4,795.40	4,405.00	61,038.52	59,190.00	1,848.52
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the Ten Months Ending April 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Fuel Operations	25,449.08	24,157.00	233,990.68	237,970.00	(3,979.32)
Sale of Fuel to City Departments	1,397.59	-	10,919.77	-	10,919.77
Maintenance Parts	3,771.51	8,358.00	69,818.04	82,334.00	(12,515.96)
Purchase Discounts	(23.02)	-	(419.31)	-	(419.31)
Tires Expense	1,191.33	1,593.00	15,132.76	15,692.00	(559.24)
Oil and Grease	1,155.33	512.00	7,302.89	5,036.00	2,266.89
Maintenance Supplies	253.91	760.00	7,263.57	7,600.00	(336.43)
Body Shop Supplies	263.84	248.00	3,513.16	2,480.00	1,033.16
Hazardous Materials	-	40.00	-	400.00	(400.00)
Outside Parts and Labor	60.00	83.00	600.00	830.00	(230.00)
Repairs-Building and Grounds	136.32	833.00	11,328.33	8,330.00	2,998.33
Repairs-Shop Equipment	225.00	340.00	6,962.66	3,400.00	3,562.66
Repairs-Radio Equipment	7.68	417.00	595.45	4,170.00	(3,574.55)
Repairs-Office Equipment	233.03	413.00	3,199.85	4,130.00	(930.15)
Office Supplies	163.66	568.00	3,850.87	5,680.00	(1,829.13)
Transit Schedules and Tickets	-	1,333.00	3,692.05	13,330.00	(9,637.95)
Total Materials and Supplies	34,285.26	39,655.00	377,750.77	391,382.00	(13,631.23)
Utilities					
Electricity	306.68	1,680.00	16,714.09	16,800.00	(85.91)
Natural Gas	1,148.13	1,125.00	10,610.52	13,350.00	(2,739.48)
Telephone	886.69	1,455.00	9,327.27	14,550.00	(5,222.73)
Water	183.75	184.00	1,663.71	1,840.00	(176.29)
Total Utilities	2,525.25	4,444.00	38,315.59	46,540.00	(8,224.41)
Insurance					
Public Liability Insurance	13,268.00	16,655.00	132,687.00	166,550.00	(33,863.00)
Other Liability	151.00	1,055.00	2,379.00	10,550.00	(8,171.00)
Total Insurance	13,419.00	17,710.00	135,066.00	177,100.00	(42,034.00)
Other Expenses					
Dues and Memberships	585.00	-	2,424.62	700.00	1,724.62
Tolls	-	-	-	-	-
Training and Meetings	587.42	83.00	6,412.36	830.00	5,582.36
Grievance Expense	-	42.00	2,075.00	420.00	1,655.00
Depreciation	42,000.00	42,000.00	420,000.00	420,000.00	-
Total Other Expenses	43,172.42	42,125.00	430,911.98	421,950.00	8,961.98
Total Expenses	323,678.81	346,854.00	3,481,083.06	3,600,056.00	(118,972.94)
Net Income (Loss)	(86,171.60)	(123,081.00)	(120,709.58)	(241,277.00)	120,567.42



School

April 2016

Manchester Transit Authority
Income Statement School
For the Ten Months Ending April 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	231,494.96	252,329.00	2,134,528.29	2,116,652.00	17,876.29
Manchester School of Technology	7,400.32	20,813.00	81,634.78	172,290.00	(90,655.22)
Total Student Transportation	238,895.28	273,142.00	2,216,163.07	2,288,942.00	(72,778.93)
School Charter					
Student Athletics	12,448.00	10,000.00	119,966.60	108,500.00	11,466.60
Student Fieldtrips	15,450.73	20,000.00	113,157.28	112,500.00	657.28
Total School Charters	27,898.73	30,000.00	233,123.88	221,000.00	12,123.88
Other Revenue					
Sale of Vehicles and Equipment	-	-	13,802.00	-	13,802.00
Interest Income	0.82	5.00	50.56	50.00	0.56
Total Other Revenue	0.82	5.00	13,852.56	50.00	13,802.56
Total Operational Income	266,794.83	303,147.00	2,463,139.51	2,509,992.00	(46,852.49)
Labor					
School Operator Wages	103,620.49	118,622.00	904,387.51	1,006,825.00	(102,437.49)
School Operator Overtime Wages	2,041.56	1,500.00	6,698.40	7,248.00	(549.60)
Transit Operator Wages	1,438.37	303.00	12,301.37	2,478.00	9,823.37
Transit Operator Overtime Wages	3,260.25	-	31,493.49	-	31,493.49
Mechanic Wages	16,680.80	16,060.00	161,708.52	159,814.00	1,894.52
Mechanic Overtime Wages	71.48	400.00	2,338.60	4,000.00	(1,661.40)
Transp. Admin Wages	14,278.86	13,432.00	144,168.48	133,681.00	10,487.48
Transp. Admin Overtime Wages	433.61	-	969.76	-	969.76
Maint. Admin Wages	5,866.97	5,424.00	51,265.37	53,981.00	(2,715.63)
General Admin Wages	6,859.28	7,267.00	78,549.99	72,324.00	6,225.99
Total Labor	154,551.67	163,008.00	1,393,881.49	1,440,351.00	(46,469.51)
Fringe Benefits					
Health Insurance Expense	241.80	-	667.20	-	667.20
Dental Insurance Expense	(163.65)	-	230.29	-	230.29
FICA Expense	11,896.23	12,080.00	95,995.48	106,151.00	(10,155.52)
Worker's Compensation	9,754.00	11,155.00	73,777.85	83,512.00	(9,734.15)
School Operator Vacation Wages	4,336.80	2,000.00	19,849.20	18,000.00	1,849.20
School Operator Holiday Wages	1,503.89	1,500.00	29,089.50	28,912.00	177.50
School Uniform Allowance	149.37	250.00	1,896.35	2,700.00	(803.65)
License Reimbursement	-	31.00	300.00	310.00	(10.00)
Burden Adjustment	23,724.79	28,867.00	250,610.08	288,286.00	(37,675.92)
Total Fringe Benefits	51,443.23	55,883.00	472,415.95	527,871.00	(55,455.05)
Services					
Management Consultant	218.75	833.00	4,332.00	8,330.00	(3,998.00)
Commissioner Expense	-	-	500.00	1,000.00	(500.00)
Auditing Expense	-	-	7,288.50	6,660.00	628.50
Legal Expense	-	208.00	-	2,080.00	(2,080.00)
Service and Support	1,849.84	517.00	7,698.57	5,170.00	2,528.57

Manchester Transit Authority
Income Statement School
For the Ten Months Ending April 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Security Service	-	93.00	1,347.87	930.00	417.87
Outside Advertising	-	333.00	2,781.35	3,330.00	(548.65)
Driver and Criminal Record	49.75	-	662.25	-	662.25
Drug & Alcohol Testing	207.00	375.00	3,114.00	3,750.00	(636.00)
Pre-Employment Medical	485.10	417.00	4,475.01	4,170.00	305.01
Janitorial Service and Supplies	988.54	688.00	8,264.09	6,880.00	1,384.09
Bank Service Charges	22.50	-	(17.81)	-	(17.81)
Total Services	3,821.48	3,464.00	40,445.83	42,300.00	(1,854.17)
Materials and Supplies					
Fuel Operations	25,263.38	23,078.00	207,615.42	196,671.00	10,944.42
Maintenance Parts	5,945.94	7,224.00	89,749.26	72,798.00	16,951.26
Tires Expense	627.70	1,228.00	20,639.65	10,464.00	10,175.65
Oil and Grease	952.68	625.00	6,032.09	5,326.00	706.09
Maintenance Supplies	712.76	823.00	9,235.69	8,230.00	1,005.69
Body Shop Supplies	322.45	269.00	5,253.18	2,690.00	2,563.18
Hazardous Materials	-	43.00	-	430.00	(430.00)
Outside Parts and Labor	-	63.00	-	630.00	(630.00)
Repairs-Building and Grounds	157.74	833.00	12,896.58	8,330.00	4,566.58
Repairs-Shop Equipment	275.00	368.00	7,998.92	3,680.00	4,318.92
Repairs-Radio Equipment	112.51	917.00	3,935.04	9,170.00	(5,234.96)
Repairs-Office Equipment	175.79	253.00	2,236.85	2,530.00	(293.15)
Office Supplies	123.47	348.00	3,026.97	3,480.00	(453.03)
School Schedules and Tickets	570.00	-	981.08	3,000.00	(2,018.92)
Total Materials and Supplies	35,239.42	36,072.00	369,600.73	327,429.00	42,171.73
Utilities					
Electricity	231.35	987.00	12,002.57	9,870.00	2,132.57
Natural Gas	1,294.68	2,200.00	11,946.89	14,000.00	(2,053.11)
Telephone	285.35	463.00	2,774.57	4,630.00	(1,855.43)
Water	138.62	108.00	1,199.30	1,080.00	119.30
Total Utilities	1,950.00	3,758.00	27,923.33	29,580.00	(1,656.67)
Insurance					
Public Liability Insurance	13,507.00	12,397.00	135,063.00	123,970.00	11,093.00
Other Liability	881.00	775.00	8,808.22	7,750.00	1,058.22
Total Insurance	14,388.00	13,172.00	143,871.22	131,720.00	12,151.22
Other Expenses					
Dues and Memberships	-	-	1,699.63	2,000.00	(300.37)
Tolls and Parking	34.05	-	55.05	-	55.05
Training and Meetings	481.07	292.00	2,929.78	2,920.00	9.78
Grievance Expense	-	42.00	-	420.00	(420.00)
Depreciation	22,000.00	22,000.00	220,000.00	220,000.00	-
Total Other Expenses	22,515.12	22,334.00	224,684.46	225,340.00	(655.54)
Total Expenses	283,908.92	297,691.00	2,672,823.01	2,724,591.00	(51,767.99)
Net Income (Loss)	(17,114.09)	5,456.00	(209,683.50)	(214,599.00)	4,915.50

Commissioners Memorandum



To: Commissioners
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations
 Date: May 19, 2016
 Re: Transit Ridership Report – April 2016

Apr-16

FYTD

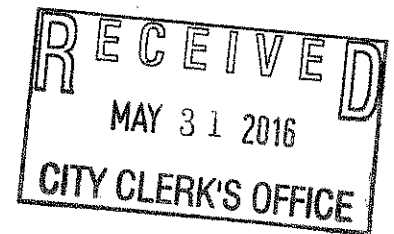
Routes	Weekdays Saturdays	FY 2015 FY 2016		% Change	FY 2015 FY 2016		% Change
		22 4	21 5		209 43	210 43	
Healthcare Shuttle Route #1		2,641	2,150	-19%	23,630	21,468	-9%
Hanover-E Industrial Park Route #2		3,383	3,053	-10%	32,992	30,628	-7%
Brown Ave-Airport Route #3		1,689	1,510	-11%	15,209	17,041	12%
Concord Express #4		987	912	-8%	9,061	8,690	-4%
River Rd- SNHU #5		5,901	5,062	-14%	40,025	48,046	20%
Bremer-Mast Rd Route #6		4,180	3,904	-7%	40,119	39,165	-2%
Green DASH #7		3,895	3,370	-13%	36,550	33,944	-7%
So. Willow- Mall of NH Route #8		4,954	4,627	-7%	49,481	48,622	-2%
Nashua Express Route #9		1,133	805	-29%	9,141	8,647	-5%
Valley St- Mall of NH Route #10		4,403	4,062	-8%	44,763	42,845	-4%
Front St. Route #11		2,912	2,460	-16%	27,141	28,461	5%
So. Beech- Mall of NH Route #12		4,035	4,157	3%	39,490	40,032	1%
Bedford Grove Plaza Route #13		3,186	3,142	-1%	35,042	32,469	-7%
Goffstown Shuttle		0	93	#DIV/0!	0	682	#DIV/0!
Bridge St / VA Hospital #1S		160	113	-29%	1,009	882	-13%
Hanover St- East Side Plaza #2S		254	267	5%	2,235	2,410	8%
UPass Riders - MCC		1,393	982	-30%	12,634	10,288	-19%
UPass Riders - UNH		382	78	-80%	2,567	1,501	-42%
UPass Riders - SNHU		2,490	2,682	8%	15,022	23,918	59%
UPass Riders - INSTITUTE OF ART		148	155	5%	320	1,546	383%
Hannaford Shuttle		257	259	1%	2,746	2,667	-3%
Market Basket Shuttle		181	200	10%	1,767	2,007	14%
Hooksett Market Basket Shuttle		98	34	-65%	735	538	-27%
Hannaford Bedford- Goffstown		18	8	-56%	209	166	-21%
Hannaford Bedford- Bedford		22	16	-27%	186	178	-4%
Senior Shuttle		0	33	#DIV/0!	0	73	#DIV/0!
Weekday Fixed Route Totals		40,619	35,347	-13%	373,590	369,426	-1%
Saturday Fixed Route Totals		3,288	4,477	36%	35,488	37,955	7%
Fixed Route Weekday Average		1,846	1,683	-9%	1,788	1,759	-2%
Fixed Route Saturday Average		822	895	9%	825	883	7%
Special Service		32	0	-100%	1,384	2,310	67%
Total Transit Passengers Served		43,907	39,824	-9%	409,078	407,451	0%
Total StepSaver Passengers Served		831	818	-2%	7,247	7,335	1%

Ryan Renauld-Smith



May 27, 2016

Mr. Matt Normand
City Clerk
City of Manchester
1 City Hall Plaza
Manchester, NH 03101



Re: Channel Change Information

Dear Mr. Normand:

We are writing to share with you the following channel changes occurring on July 28, 2016 within your community.

WHDH-ThisTV will move from ch 297 to ch 936;
WLVI-BuzzR will move from ch 291 to ch 939;
WCVB-MeTV will move from ch 292 to ch 942;
WMUR-MeTV will move from ch 298 to ch 945;
WFXT-Movie will move from ch 296 to ch 948;
WBIN-AntennaTV will move from ch 288 to ch 951;
WBIN-Grit will move from ch 289 to ch 952;
WENH-World will move from ch 209 to ch 956
WENH Kid will move from ch 217 to ch 958;
WENH-Create will move from ch 237 to ch 959;
WFXZ-CD will move from ch 300 to ch 981;
WNEU-Exito will move from ch 290 to ch 983
WUNI-LATV will move from ch 299 to ch 986;
WYDN-SD will move from ch 295 to ch 96.

Please be advised customers are receiving notification of this information, in advance, via bill message. Should you have any questions, please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen,
Government & Regulatory Affairs

Moto_V2

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber’s Place Operations.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2016 CIP as contained in the 2016 CIP budget; and

WHEREAS, the 2016 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate funding for Amber’s Place from the Contingency Account;

NOW, THEREFORE, be it resolved that the 2016 CIP be amended as follows:

By adding:

FY2016 CIP 612016 – Amber’s Place Operations - \$100,000 OTHER

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the 2017 CIP 810117 Police Records Management System Replacement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Two Hundred Thousand Dollars (\$1,200,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2017 – 810117 Police Records Management System Replacement	\$1,200,000

It is hereby declared that the system to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the 2017 CIP 810117 Police Records Management System Replacement."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2017 CIP 710217 Municipal Deferred Maintenance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Dollars (\$1,000,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2017 – 710217 Municipal Deferred Maintenance Program	\$1,000,000

It is hereby declared that the maintenance to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2017 CIP 710217 Municipal Deferred Maintenance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Fifty Thousand Dollars (\$550,000) for the 2017 CIP 810017 Technology Upgrades.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Five Hundred Fifty Thousand Dollars (\$550,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2017 – 810017 Technology Upgrades	\$550,000

It is hereby declared that the upgrades to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Fifty Thousand Dollars (\$550,000) for the 2017 CIP 810017 Technology Upgrades."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Thousand Dollars (\$200,000) for the 2017 CIP 710517 Bridges Design.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Hundred Thousand Dollars (\$200,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2017 – 710517 Bridges Design	\$200,000

It is hereby declared that the maintenance to be financed by said bonds, notes or lease purchases have a useful life in excess of 5 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Thousand Dollars (\$200,000) for the 2017 CIP 710517 Bridges Design.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the 2017 CIP 810917 Permit and Licensing Software Upgrade."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Three Hundred Fifty Thousand Dollars (\$350,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2017 – 810917 Permit and Licensing Software Upgrade	\$350,000

It is hereby declared that the system to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the 2017 CIP 810917 Permit and Licensing Software Upgrade.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully advises, after due and careful consideration, that the Ordinance Amendment:

“Amending the Zoning Map of the City of Manchester by rezoning an area currently zoned Residential One Family (R-1B) to General Business (B-2); with the area situated on parcel TM 652 Lot 8, which is situated off the western side of Second Street between Master Street and McQuesten Street.”

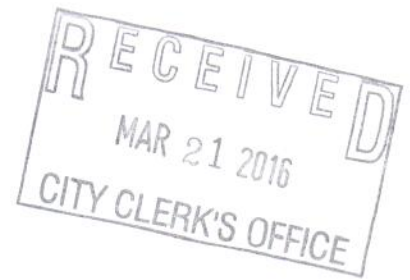
has been received and filed.

(Aldermen Barry, Levasseur and Herbert voted yea, Alderman Ludwig voted nay and Alderman O'Neil was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



PROPOSED AMENDMENT TO THE ZONING MAP

March 21, 2016

Subject Property:

Tax Map 652 Lot 8
Mallard Pond Plaza – Freestanding Building
865 Second Street
Manchester, New Hampshire

Submitted To:

The Honorable Board of Mayor and Aldermen
City of Manchester, New Hampshire

Submitted By:

Rita D. Patel
Member, Mall Plaza Realty, LLC
7 Meaghan Way
Greenland, New Hampshire 03840

TABLE OF CONTENTS

Cover Letter stating Purpose and Intent

Impact To The Neighborhood

Impact To The City

Impact To The Environment

Exhibit A – Zoning Map

Exhibit B – Tax Map

Exhibit C – Aerial

Exhibit D – Description of General Business District

Exhibit E – Principal Uses for General Business District Zone

Exhibit F - Abutters

March 21, 2016

City of Manchester
Department of Planning & Community Development
One City Hall Plaza
Manchester NH 03101

Subject: Proposed Amendment to the Zoning Map
Mallard Pond Plaza
865 Second Street, Manchester NH
Tax Map 0652/0008

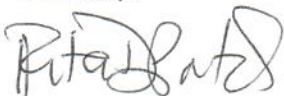
To The Honorable Board of Mayor and Aldermen:

The subject parcel known as Mallard Pond Plaza, owned by Mall Plaza Realty, LLC, is located within two separate and distinct zones. The entire 3.3 acre property, sited on the west side of Second Street, has a retail/commercial use application in keeping with the B-2 zone. Two of the buildings on the property, however, are in the B-2 General Business District, while the 13,510 square foot building located in the center of the property (on the westernmost side of the improved lot) is zoned R-1B, Residential One Family District. The purpose of this request is to amend the zoning of the 13,510 square foot building from R-1B to B-2 to conform to the rest of the buildings on the parcel.

The abutting parcels to the immediate north (parcel 338-6) and south (parcels 652-7 and 652-6) on Second Street are also in the B-2 zone, as are most proximate parcels along this street. Parcel 338-1 on the northwest side of the property is completely covered by wetlands. There is a wetlands buffer with a pond bordering the western side of the building extending to single family residences on South Main Street quite a distance away.

We hope you will recognize the value of having all of the buildings on the property have a single zoning designation. Thank you for your consideration of this request.

Sincerely,



Rita D. Patel
Member, Mall Plaza Realty, LLC
7 Meaghan Way
Greenland, NH 03840
603-502-7556

Impact to the Neighborhood

As the area is predominantly designated for commercial use, rezoning the 13,510 square foot building to B-2 to conform to the remainder of the parcel should be deemed a reasonable request by the neighborhood as many abutting parcels are already zoned General Business. In addition, the ample parking of 140+/- spaces should easily accommodate any business related use and should not negatively impact other area businesses or existing traffic on Second Street, primarily a commercial thoroughfare. In addition, if a proposed use is not permitted to operate due to the current R-1B zoning, the building will remain vacant and could be a target for vandals which would be deleterious to the entire property. A fully functional and operational business in this building with responsible tenant ownership and supervision will only serve to benefit area businesses and will ultimately extend out to greater Manchester by providing goods and services to the neighborhood.

Impact to the City

The city will benefit by increasing its tax revenue from R-1B to B-2. In addition, the impact of the proposed rezoning will be minimal on City utilities as they already exist within the building and property at large. Municipal services such as trash removal, snowplowing and maintenance of municipal facilities such as water, sewer and light poles are already present at this location and are paid for by the property owner. This building has been functioning as a commercial use for many years, most recently as a fitness facility. Thus, the rezoning of this building to B-2 will not burden existing municipal services.

Impact to the Environment

As the subject parcel is already developed and improved as a retail plaza with no additional plans for expansion, there should be no additional impact on the environment.

March 7, 2016

The Board of Mayor and Aldermen
c/o Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester NH 03101

Re: Rezoning Request of freestanding building at 865 Second Street, Mallard Pond Plaza

Map 0652/0008

Freestanding 13,510 square foot building, formerly a fitness facility

Dear Board of Mayor and Aldermen:

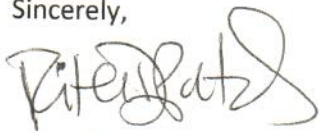
This is to request a rezoning of the 13,510 square foot building located at 865 Second Street on the property currently operating as Mallard Pond Plaza. This building is currently located in the R-1B zone while the other buildings on the property are in the B-2 zone. We are requesting a change to B-2, the General Business District zone. As the entire 3.3 acre property has one ownership entity and has a commercial retail/business application, this change in rezoning would bring this building into conformity with the remainder of the buildings on the property.

The building most recently housed a fitness facility and is now vacant. The proposed use would fall under the B-2 permitted zoning.

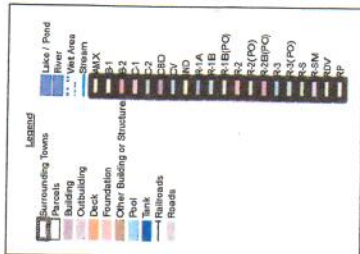
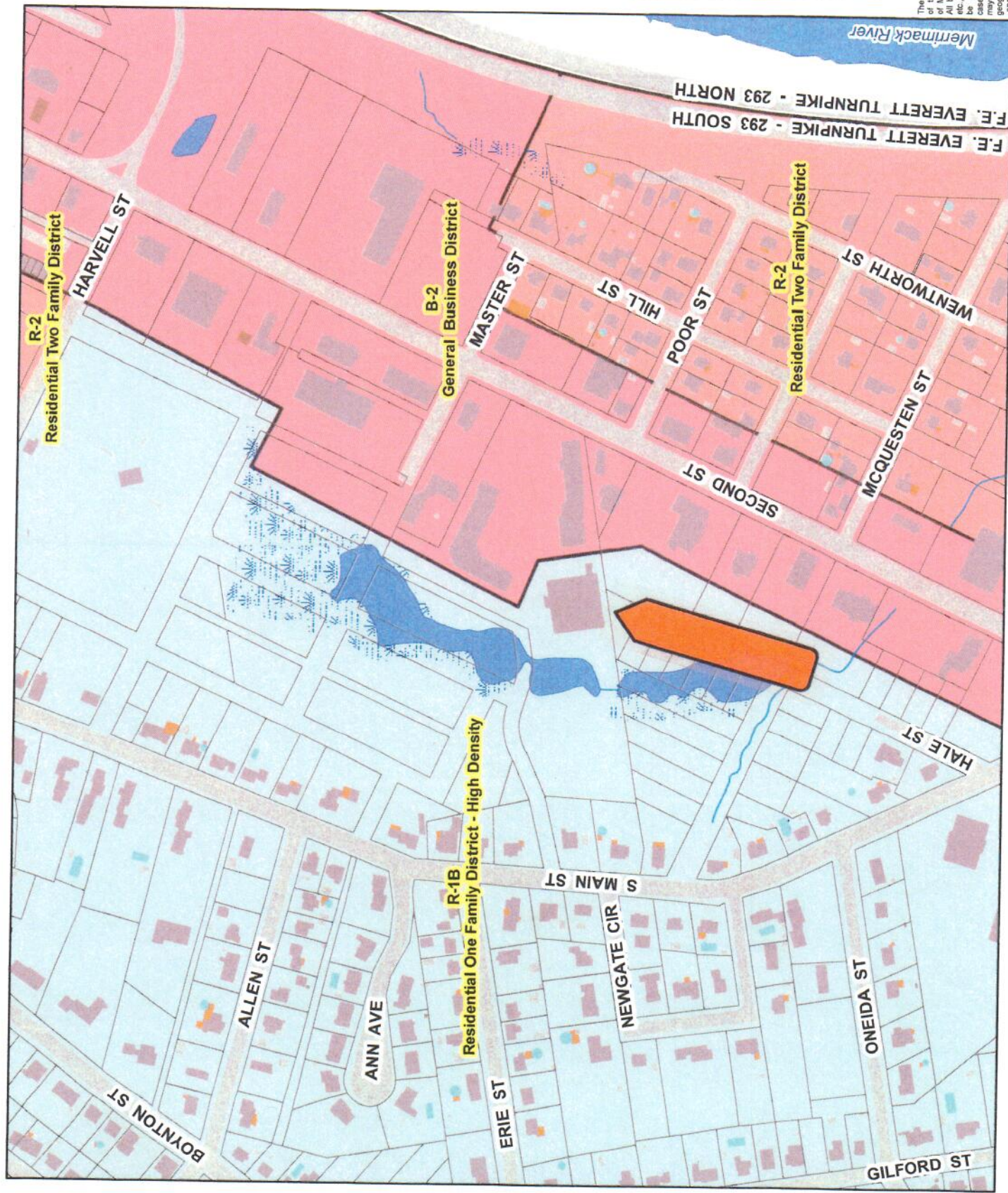
Attached is a tax map, current zoning map, aerial, description of B-2 zoning, principal uses and abutters.

We hope you will agree that this is in the best interest of the neighborhood and general vicinity. Thank you in advance for your consideration.

Sincerely,

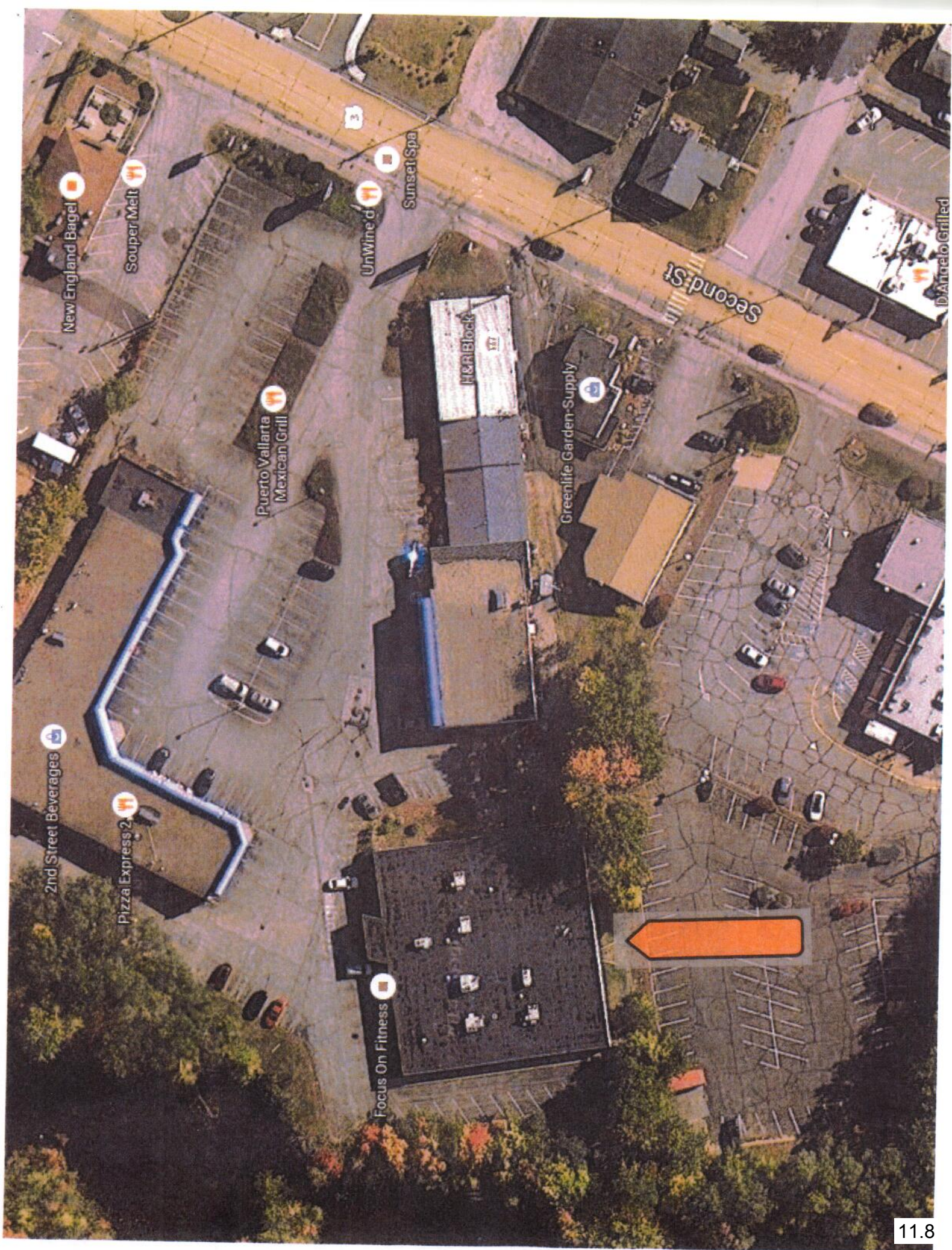


Rita D. Patel
Member, Mall Plaza Realty, LLC
7 Meaghan Way
Greenland, NH 03840



DISCLAIMER

The information appearing on this map is for the convenience of the public and does not constitute an official public record of the City of Manchester, NH. The City of Manchester is not responsible for the accuracy, completeness, reliability, or suitability of the information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of the information. The official public records from which this data was compiled are kept in the offices of various City, County, and State agencies and departments, and are available for inspection and copying during business hours. By using this map, you agree to these terms.



neighborhood quality in an urban setting. Its primary purpose is to define residential densities appropriate for the inner city neighborhoods, while preserving opportunities for some neighborhood-serving businesses to be integrated therein. Special provisions within the district permit, under certain conditions, the development of high density high-rise structures for the elderly.

7. *Neighborhood Business District (B-1)*. The purpose of the Neighborhood Business District is to provide limited areas for the location of small scale retail and service establishments intended to serve localized markets, including smaller retail, service and restaurant uses but excluding gas stations. This district is primarily intended to allow small scale retail, business and professional services and offices that provide convenience to neighborhood residents, and which are determined to be compatible in scale and type of use with adjacent to higher density residential neighborhoods. Uses that generate heavy vehicular traffic, or require large amounts of outside storage and parking, or which introduce excessive noise or lighting are generally considered incompatible with neighborhood-scale business uses.

8. *General Business District (B-2)*. The purpose of the General Business District is to provide appropriate locations in the city for the development and operation of a mixture of commercial uses and personal and business services that have a community-wide or regional market and which require access from major city streets and proximity to arterial highways, including automotive-oriented uses, larger scale retail, and shopping centers. The variety, scale and intensity of the permitted commercial uses in the B-2 zone are intended to be greater than those permitted in the B-1 neighborhood business zone.

9. *Central Business District (CBD)*. This district exists for the purpose of protecting and enhancing the economic vitality of the downtown area with maximum convenience to the public and inclusive of a wide variety of uses, developed at maximum densities, including high-rise office construction. The intent of the district is to sustain the CBD as an urban activity center which integrates a mix of uses and activities including governmental, financial, entertainment and cultural, service and retail uses of all sizes. Encouraged within the CBD are uses that stabilize the downtown by enhancing its architectural heritage, and which create a viable pedestrian environment supported by the availability of public transit and by centralized and satellite parking structures.

10. *Redevelopment District (RDV) - Mixed Use*. The intent of this district is to provide a transitional mixed use district that facilitates the redevelopment of areas lying between the Central Business District and the residential multifamily districts. The RDV District follows the axis of an abandoned rail corridor that once supported industrial uses, but which now represents an area of underutilized land and buildings. The provisions for this district reflect the need to provide flexible opportunities for redevelopment to a more productive mixture of commercial, industrial, and residential uses, subject to performance standards that will protect existing adjacent residential neighborhoods.

PRINCIPAL USES P- Permitted -- Not Permitted CU - Conditional Use by the Planning Board SE - Special Exception by the ZBA		RESIDENTIAL						BUSINESS			INDUSTRIAL/R&D				MIXED USE		CIVIC	SUPPLEMENTARY	
		Suburban	One Family	One Family	Two Family	Suburban Multifamily	Urban Multifamily	Neighborhood	General	Central Business District	General Ind./Industrial Park	Research Park	Redevelopment	Amoskeag Mill/yard Mixed Use	Institutional	Hospital	Conservation		
Use No.	Zoning District:	R-S	R-1A	R-1B	R-2	R-SM	R-3	B-1	B-2	CBD	IND	RP	RDV	AMX	C-1	C-2	CV	Supplementary Regulations Reference (refer to these sections of the Ordinance for specific standards applicable to the use)	
4	Convenience retail uses including grocery, delicatessen, drug store, and similar uses in establishments GREATER THAN 8,000 square feet	--	--	--	--	--	SE	CU	P	P	CU	--	CU	CU	--	--	--		
5	Sales of general goods and merchandise within an establishment of UP TO 8,000 SQUARE FEET	--	--	--	--	--	--	P 12/07	P	P	CU	--	P	P	--	CU	--		
6	Sales of other general goods and merchandise, within an establishment GREATER THAN 8,000 square feet	--	--	--	--	--	--	--	P	P	SE	--	CU	CU	--	--	--		
7	Limited retail, restaurant, hotel and service uses servicing an industrial or research park area in accordance with a City area master plan	--	--	--	--	--	--	--	--	--	CU	CU	CU	--	--	--	--		
G. RESTAURANTS, EATING AND DRINKING PLACES																			
ESTABLISHMENTS SERVING ALCOHOLIC BEVERAGES																			
1	Restaurant of UP TO 5,000 square feet	--	--	--	--	--	--	CU	P	P	P	--	P	P	CU	SE	--		
2	Restaurant of GREATER THAN 5,000 square feet	--	--	--	--	--	--	--	P	P	CU	--	CU	P	--	--	--		
3	Night clubs and other establishments	--	--	--	--	--	--	--	P	P	--	--	--	P	--	--	--		
ESTABLISHMENTS NOT SERVING ALCOHOLIC BEVERAGES																			
WITHOUT DRIVE-THROUGH SERVICE																			
4	Establishment of UP TO 5,000 square feet	--	--	--	--	--	CU	P	P	P	P	--	P	P	SE	SE	--		
5	Establishment of GREATER THAN 5,000 square feet	--	--	--	--	--	--	--	P	P	CU	--	CU	P	--	--	--		
WITH DRIVE-THROUGH SERVICE																			
6	All Establishments (Rev. 2/3/04)	--	--	--	--	--	SE	SE	P	--	P 2/04	--	CU	--	--	--	8.17		

PRINCIPAL USES P- Permitted -- Not Permitted CU - Conditional Use by the Planning Board SE - Special Exception by the ZBA		RESIDENTIAL						BUSINESS				INDUSTRIAL/R & MIXED USE				CIVIC		SUPPLEMENTARY	
		Suburban	One Family	One Family	Two Family	Suburban Multifamily	Urban Multifamily	Neighborhood	General	Central Business District	General Ind./Industrial Park	Research Park	Redevelopment	Amoskeag Mill/yard Mixed Use	Institutional	Hospital	Conservation		
Use No.	Zoning District:	R-S	R-1A	R-1B	R-2	R-SM	R-3	B-1	B-2	CBD	IND	RP	RDV	AMX	C-1	C-2	CV	Supplementary Regulations Reference (refer to these sections of the Ordinance for specific standards applicable to the use)	
H. SERVICES (NON-AUTOMOTIVE)																			
H-1 FINANCIAL AND PROFESSIONAL SERVICES																			
1	Banking, financial, real estate, and insurance offices	--	--	--	--	--	--	P 12/07	P	P	CU	CU	P	P	CU	--	--		Applicable to the use in any zoning district
2	Other business and professional offices	--	--	--	--	--	--	P 12/07	P	P	CU	P 7/10	P	P	CU	--	--		
H-2 MEDICAL SERVICES																			
1	Offices of health care practitioners and outpatient health care	--	--	--	--	--	--	P	P	P	--	P 7/10	CU	P	CU	P	--	8.18	
2	Hospitals	--	--	--	--	--	--	--	--	--	--	--	--	--	CU	P	--		
3	Nursing homes, rehabilitation and convalescent centers providing 24-hour nursing care	CU	--	--	--	CU	CU	--	CU	--	--	--	CU	--	P	P	--	8.18	
4	Medical and dental laboratories	--	--	--	--	--	--	--	P	P	P	P	P	P	--	--	--		
5	Medical research & development	--	--	--	--	--	--	--	--	--	P	P 7/10	P	P	--	P	--		
6	Physical and occupational rehabilitation centers	--	--	--	--	--	--	--	--	--	P	P 7/10	--	--	--	--	--		
H-3 SERVICES-LODGING AND MEETING FACILITIES																			
1	Hotels and motels, and Extended Stay facilities	--	--	--	--	--	--	--	P	P	P	--	P	P	--	--	--		
2	Bed & Breakfast	--	--	--	SE	--	CU	P 12/07	--	CU	--	--	--	--	--	--	--		
3	Conference, trade or convention center	--	--	--	--	--	--	--	P	P	P	CU	P	P	--	--	--		
H-4 SERVICES-PERFORMING ARTS, ENTERTAINMENT & AMUSEMENT																			
1	Theaters, cinemas, concert halls	--	--	--	--	--	--	P 12/07	P	P	--	--	P	P	--	--	--		
2	Amusement arcade, dance hall	--	--	--	--	--	--	--	P	P	--	--	--	SE	--	--	--		
3	Dance or music studios and schools	--	--	--	--	--	--	P	P	P	--	--	CU	P	--	--	--		

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[Print This List](#)

Map Lot	Location Address	Owner Name	Owner Address	Owner City State Zip Code	Sale Date	Sale Price	Book/Page	Land Area (sq ft)	Living Area (sq ft)	Assessed Valuation
338-1	HALE ST	MACNEIL, GERALD C	24 WENDOVER WAY	BEDFORD, NH 03110-6053		0		252212	0	100
338-6	845 SECOND ST	MACNEIL, GERALD	24 WENDOVER WAY	BEDFORD, NH 03110	Oct 24, 2005	0	7572/2056	35000	0	398400
341-11	680 S MAIN ST	SHEA, ROBERT J	680 S MAIN ST	MANCHESTER, NH 03102-5135		0		12017	1008	157800
652-10	702 S MAIN ST	COULON, MICHAEL R	702 S MAIN ST	MANCHESTER, NH 03102-5135	Jan 14, 1994	79000	5516/ 408	11707	1311	174500
652-20B	HALE ST	MCDONALDS REAL ESTATE CO	% MICHAEL GAMBINO PO BOX 10177	BEDFORD, NH 03110-0177	Apr 01, 1996	0	8330/2880	5876	0	27300
652-27	MCQUESTEN ST	CITY OF MANCHESTER	1 CITY HALL PLAZA	MANCHESTER, NH 03101	Dec 03, 2001	0	6592/ 761	14250	0	11100
652-27A	MCQUESTEN ST	CITY OF MANCHESTER	1 CITY HALL PLAZA	MANCHESTER, NH 03101	Dec 03, 2001	0	6592/ 761	12550	0	11000
652-27B	MCQUESTEN ST	CITY OF MANCHESTER	1 CITY HALL PLAZA	MANCHESTER, NH 03101	Dec 03, 2001	0	6592/ 761	10850	0	10800
652-28	MCQUESTEN ST	CITY OF MANCHESTER	1 CITY HALL PLAZA	MANCHESTER, NH 03101	Dec 03, 2001	0	6592/ 761	9150	0	10500
652-28A	MCQUESTEN ST	CITY OF MANCHESTER	1 CITY HALL PLAZA	MANCHESTER, NH 03101	Dec 03, 2001		6592/ 761	7425	0	10200
652-6	907 SECOND ST	MCDONALDS REAL ESTATE CO	C/O CRESCENT GROUP LLC PO BOX 10177	BEDFORD, NH 03110	Apr 01, 1996	903500	8330/2880	64170	0	1566500
652-7	885 SECOND ST	BELLEMORE, ROBERT A	175 CANAL ST STE 401	MANCHESTER, NH 03101		0		11366	1849	311600
652-9	686 S MAIN ST	DESRAHEAUX, GERARD	686 S MAIN ST	MANCHESTER, NH 03102	Jun 28, 2002	150000	6664/1523	13848	1210	164600
652-9A	694 S MAIN ST	HAUBRICH, KRISTEN L	694 S MAIN ST	MANCHESTER, NH 03102	Oct 27, 2009	216500	8147/ 387	14592	1744	230000



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

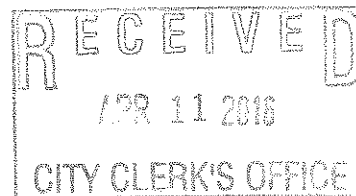
Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

March 23, 2016

Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101



Re: Technical Report, Rezoning Petition, Second Street

Dear Mr. Normand:

In accordance with City Policy, the following is provided in consideration of an application for rezoning recently submitted by Rita D. Patel, Member of Mall Plaza Realty, LLC. The parcel involved in this rezoning request, known as Mallard Pond Plaza (TM 652/ Lot 8) is privately-owned land situated along the western side of Second Street between Master Street and McQuesten Street. The parcel is comprised of approximately 3.29 acres (see attached map), as indicated on the City Tax Assessors Card. The parcel is bound by Greenlife Garden Supply and McDonald's to the south, KC's Rib Shack Barbecue and Souper Melt to the north and Single-Family Residential to the west. The subject parcel is divided by a series of isolated wetlands running north south.

At present, the parcel submitted for rezoning consideration is located within two separate and distinct zones, the B-2 (General Business) and the R-1B (Residential One Family). In essence, the petitioners are requesting that parcel TM 652/ Lot 8, be rezoned B-2 to include all units on site in their entirety. Based on documents included with the applicant's rezoning petition and statements provided to the Planning and Community Development Department, the main intent in seeking this adjustment in zoning boundary lines is to include the back building, unit # 8, into the same zoning district as the other units on site.

Past Zoning:

In February 2001, the Board of Mayor and Alderman adopted a complete update of the city Zoning Ordinance and Map. The updated ordinance was essential in providing for the new types of business uses that the City was looking to encourage as well as insuring the protection of existing neighborhoods. The rewrite of the ordinance took place over the course of a year and a half and involved numerous work sessions and public hearings with the Board of Mayor and Alderman, Planning Board and the Technical Committee.

During the public hearing portion of the Zoning Ordinance update, a request was received related to the Mallard Pond Plaza property. At that time, the property was split-zoned, with a portion of the property along Second Street zoned B-3 and a portion in the rear zoned R-1B (see attached map) with a zone boundary running through two of the three existing buildings. The 2001 proposed zoning map only changed the B-3 designation to B-2; it did not change the boundary lines. The property owner

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

requested the entire site be included in the B-2 zone, arguing that the wetlands offer an appropriate buffer for the residences that back up to their property.

At the time of the 2000-2001 citywide rezoning, there were ongoing zoning violations and building permit issues with the Mallard Pond Property mostly regarding noise complaints from abutting residences. In order to avoid future issues dealing with potential tenants who wished to move into this site with an office use, the suggestion was that the two front plaza buildings be included in the B-2 zone, but that it not be extended to the entire property. The Technical Committee, at the time, was hesitant to include the rear portion of the property given issues with its prior use as night clubs (the Colosseum and the Pyramid). After extensive review, the recommendation that went forward was to include those two buildings with the zone line boundary through them in the B-2 district and leave the building in the rear as R-1B.

Impact on City Services:

Municipal Facilities and Services

At present, the subject property is pre-developed with several commercial buildings ranging in size from 10,000 to 13,500 SF; all serviced by municipal water and sewer. The rear building (Unit #8) has been functioning as a commercial use for many years, having been granted variances from the Zoning Board. Thus, the impact of the proposed amendment on the City's services and facilities (i.e. trash, plowing, water, sewer and public buildings) would be considered minor in nature given the proposed reuse of the existing structure. If approved, city services would continue to be paid by the property owner.

Environment

The site is located within a highly developed commercial area with residential uses in the rear. A series of ponds and wetlands run north to south splitting the property in two. Although there may be additional noise and light impacts to the site following a new commercial use, it is not expected to have a significant impact on the city's environment or wetlands, considering the location and pre-developed state of the subject property.

The subject parcel is not located within any designated, environmentally sensitive area according to NHDES. It is located outside of any Shoreland Protection Zone. The property is not known or expected to be part of any wildlife corridor and, per NH Fish and Game, there are no known endangered or threatened plant or animal species onsite that would be affected by a rezoning.

It should be noted that a Minimum Impact Expedited Wetlands Permit Application has been submitted on behalf of the City of Manchester that involves a section of this property. The project, known as the McQuesten Brook Watershed Stream Barrier Removal and River Restoration project, is for removal of stream barriers and restoration of stream channels and wetlands bordering McQuesten Pond and McQuesten Brook.

The primary focus of the stream barrier removal project is to improve water quality and stream connectivity and enhance stream habitat for brook trout. The McQuesten Pond and Brook are currently listed as impaired for failure to support aquatic life and primary contact recreation. By removing the obsolete stream barriers, the project will help restore the associated reaches of McQuesten Brook to conditions that support aquatic life and primary contact recreation, thereby benefiting trout and other aquatic species and the residents of the City of Manchester and nearby towns.

The property owner, Mall Plaza Realty, LLC, is fully aware of the project and has given the City and NHDES full permission to carry out the work necessary to complete the project as indicated.

Compliance with City Master Plan:

The City of Manchester Planning Board, through the Future Land Use Map in their Master Plan (adopted on December 10, 2009), envisions that the area included in the petitioner's rezoning request would continue to be maintained as a split-zoned property.

Given the location of the petitioner's property along Second Street in a highly developed commercial corridor, and also given market demands affecting this particular unit along Second Street, the petitioner's request to rezone the involved R-1B to B-2 may not be an unreasonable request. Nonetheless, many of the uses allowed in the B-2 zone (such as nightclubs, concert halls, automotive sales & repair) may not be compatible with the abutting residential district or with the abutting wetlands.

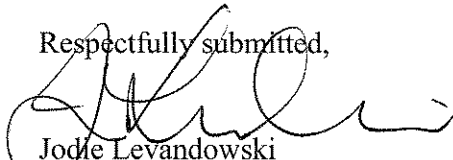
If approved by the Board of Mayor and Aldermen, the proposal under review would not further the current stated goals of the City's Master Plan and could potentially extend unsuited commercial uses into the existing single-family neighborhood along South Main Street. The city has seen similar situations occur along South Willow Street, where commercially zoned areas begin to creep into established single family neighborhoods.

Technical Compliance with Article 16:

From a technical perspective, the applicant's rezoning petition contains the necessary documents and statement's required by the City's ordinances and policies and may now be forwarded to the Board of Mayor and Alderman for their review and consideration at the required public hearing. Toward this end, and consistent with the policy for rezoning petitions, the Planning staff is forwarding a copy of this report, map and rezoning petition to the Planning Board and to the Office of the City Solicitor for their review and comment.

Planning staff will be available to answer any questions the Board may have regarding this report.

Respectfully submitted,



Jodie Levandowski
Planner II

Cc: Planning Board
Thomas Clark, Esq., City Solicitor

Attachment

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

AN ORDINANCE

“Amending the Zoning Map of the City of Manchester by rezoning an area currently zoned Residential One Family (R-1B) to General Business (B-2); with the area situated on parcel TM 652, Lot 8, which is situated off the western side of Second Street between Master Street and McQuesten Street.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 1. Amending the Zoning Map of the City of Manchester by rezoning a portion of a parcel currently zoned as Residential One Family (R-1B) to General Business (B-2); with the area situated on parcel TM 652, Lot 8, which is off the west side of Second Street and immediately north of McQuesten and immediately south of Master Street; such rezoned area to consist of approximately 30,000 square feet and being more particularly bounded and described as follows:

Beginning at a point along the southerly boundary line of parcel TM 652, Lot 8, approximately 248.57 ft. from the southwesterly sideline of Second Street R.O.W., for a distance of approximately 136.48 ft. in a northerly direction to a point, said point being the boundary of the existing General Business (B-2) District,;

Thence northwesterly along the boundary line of the General Business (B-2) District extending the existing zone line by approximately 34 ft. to a point, said point being the westerly boundary line of parcel TM 652, Lot 8,;

Thence southwesterly along the boundary line of parcel TM 652, Lot 8 for a distance of approximately 40.19 ft. to a point,;

Thence westerly along the boundary line of parcel TM 652, Lot 8 for a distance of approximately 30.08 ft. to a point,;

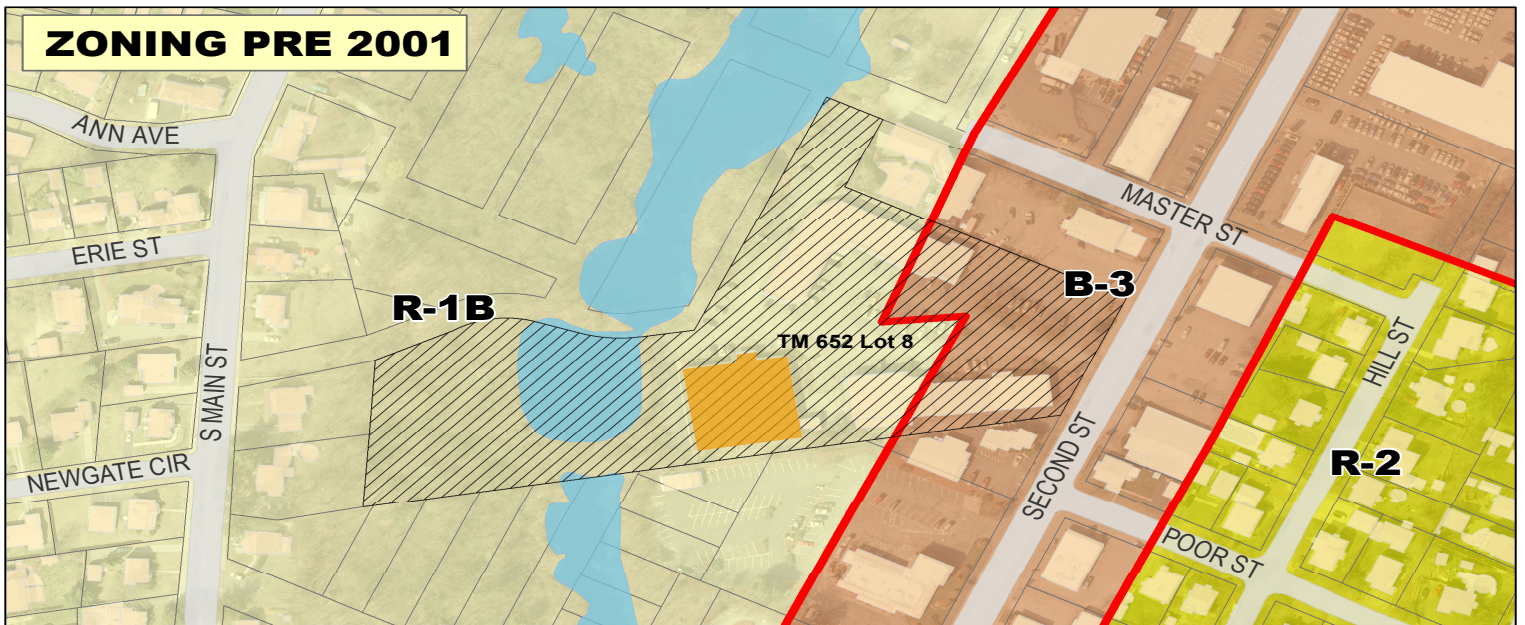
Thence southerly for a distance of approximately 177.64 ft. along the building sideline (unit #8) to a point, said point being on the southerly boundary line of parcel TM 652, Lot 8, and parcel TM 652, Lot 20B,;

Thence northeasterly for a distance of approximately 165.13 ft. to the point of beginning,;

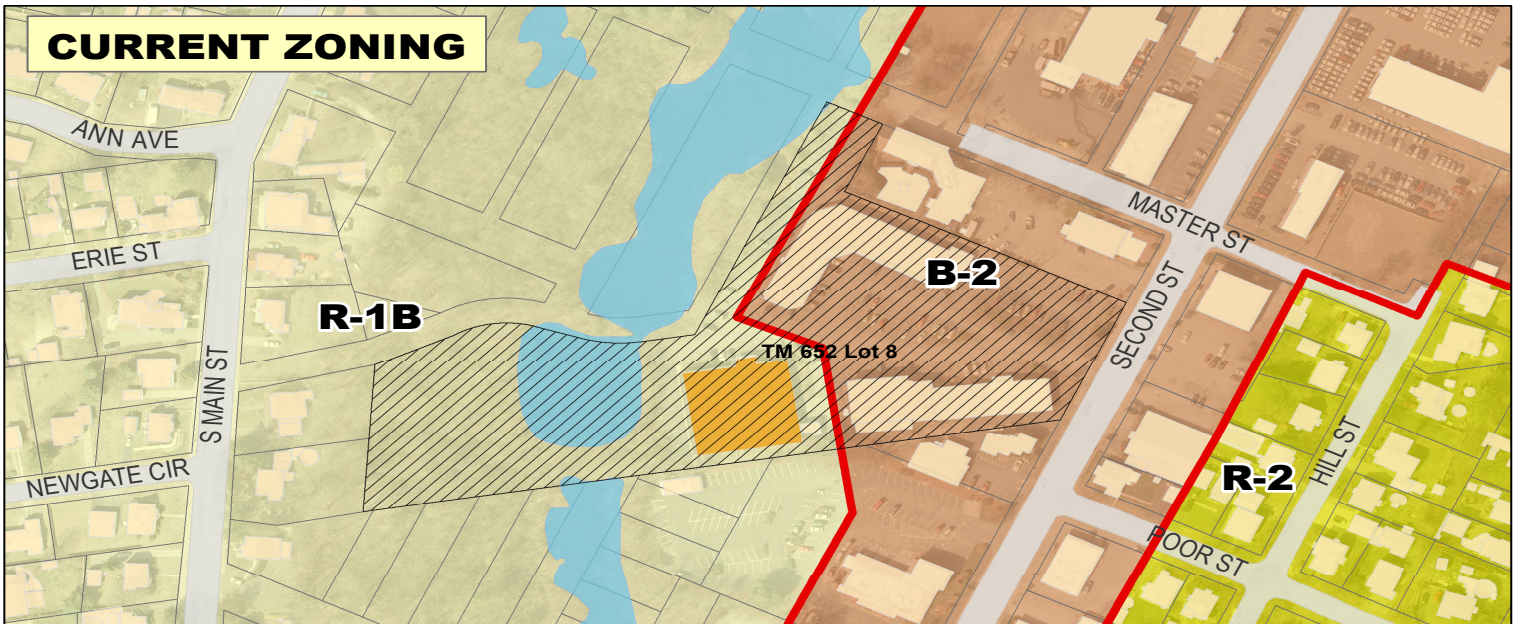
Said description to include parcel TM 652, Lot 8, consisting of approximately 30,000 square feet of land to be rezoned from Residential Single Family (R-1B) to General Business (B-2); after this amendment.

Section II. Resolve this ordinance shall take effect upon passage.

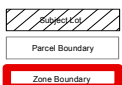
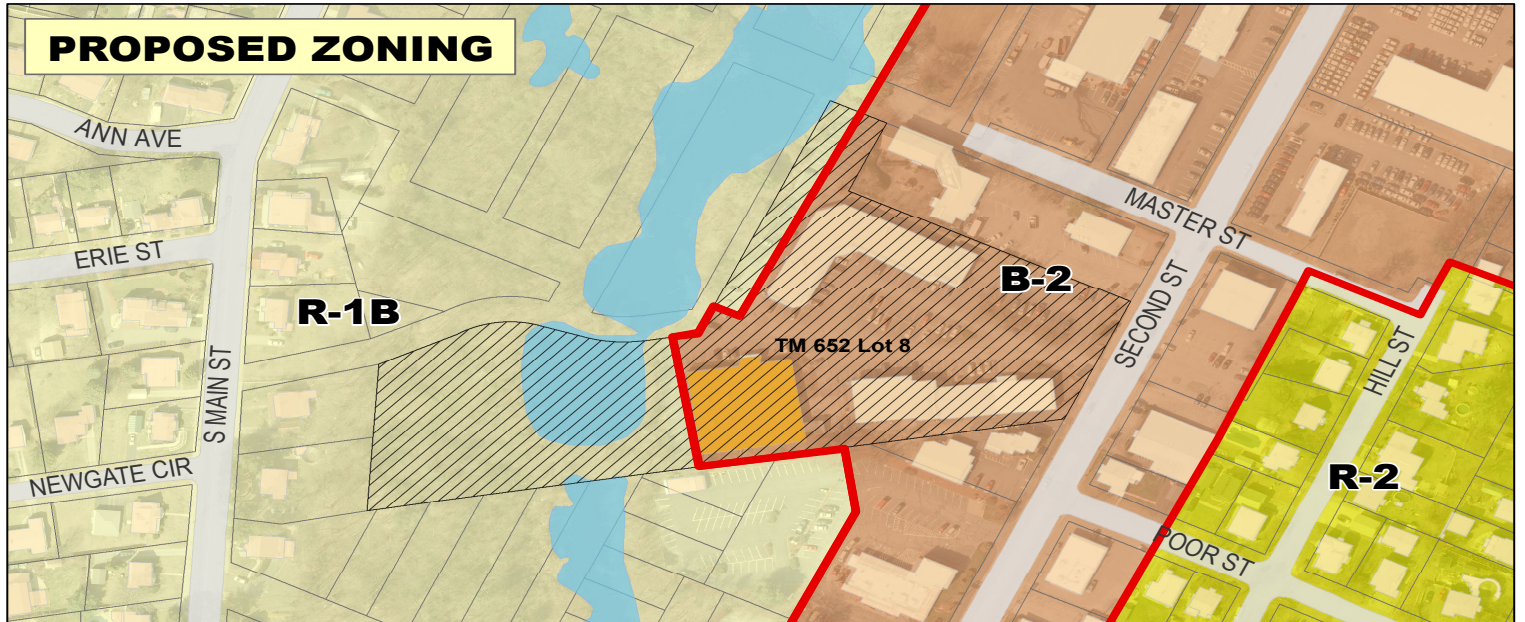
ZONING PRE 2001



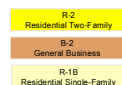
CURRENT ZONING



PROPOSED ZONING



REZONING PETITION 865 Second Street Manchester, NH



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.

(Unanimous vote with the exception of Alderman Shaw who arrived late)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 5/11/16 16-063
To: CIP Committee
Cc: Lisa Hynes – EPD
June George – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJm*
RE: EPD Abatement Requests

The attached table summarizes the 6 abatements reviewed by the Highway Commission at their monthly meeting on May 9, 2016.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

City of Manchester
Environmental Protection Division
Summary of Abatement Requests
May 9, 2016 to Highway Commission
May 11, 2016 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation	Highway Commission Recommendation
1	w 157929-4066	Daigle	202 Green St	02/29/16	toilet running	Deny -	Deny
2	w 151507-43572	Bedard	793 S. Beech St	03/17/16	toilet running	Abate 218.61	Abate
3	w 89331-66374	Greene	417 Cartier St	03/21/16	toilet leak	Abate 600.31	Abate
4	w 137823-61504	Wagner	147 W. Haven Rd	04/11/16	toilet running	Deny -	Deny
5	w 139803-33266	Ademovic	30 Martin St.	04/13/16	outside water spiket leaking	Abate 114.51	Abate
6	w 106593-66198	Cityside Management	83-97 Langdon	04/14/16	leaking water hearter	Abate 2,779.47	Abate
Total Abatements						\$ 3,712.90	

As instructed by Fred - Only submit the Investigation & Recommendation form and the Sewer Abatement Request form to both the Highway Commission and the Board of Mayor and Aldermen.

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/29/2016

Customer Name: Daigle, Joseph

Account #: 157929-4066
Combined Billing

Property Address: 202 Green St

Reason for Request: Toilet running

Service Dates: 12/17/15-3/17/16

Bill Date: 1/27/16-4/27/16

Consumption: 207 ccf % Increase from Average: 150%

Average Consumption: 138 ccf Based on: 5 yr average

Difference: 69 ccf

Other Comments: _____

EPD Recommendation: Deny Abatement does not exceed 250% threshold

Jm

Abatement Total: _____ ccf at \$ 3.47 \$ _____ -

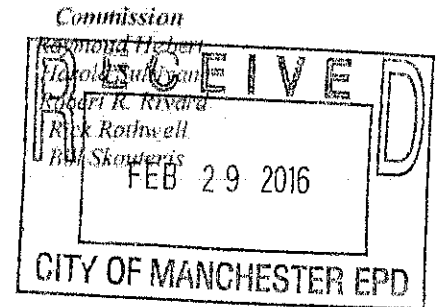
Highway Recommendation: Deny

Date: 5-9-16

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNellie, P.E.
Chief Engineer



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Joseph Daigle

Address: 56 Webster St
(Street) Manchester NH 03104
(City) (State) (Zip)

Phone Number: 603-345-1136

Customer Account Number: 157929-4066

Address of Property for which Abatement is Requested:
202 Green St 2nd Fl
(Street) (Unit)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 9.22.15 to 12.17.15

Amount of Abatement Request: \$214.94

Reason for Abatement Request: Toilet tank
continuously over flowed

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Joe Daigle
(Signature)

2.26.16
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/17/2016

Customer Name: Bedard

Account #: 151507-43572
Combined Billing

Property Address: 793 S. Beech St

Reason for
Request: toilet running

Service Dates: 10/13/15-1/11/16

Bill Date: 2/10/2016

Consumption: 84 ccf % Increase
from Average: 400%

Average
Consumption: 21 ccf Based on: 5 year average

Difference: 63 ccf

Other Comments: _____

EPD
Recommendation: Grant Abatement as exceeds 250% threshold

_____ *JFM*

Abatement Total: 63 ccf at \$ 3.47 \$ 218.61

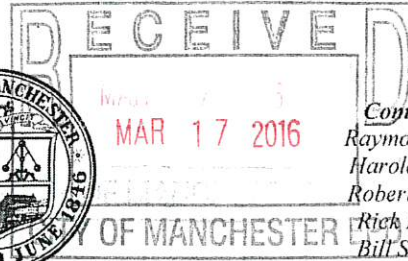
Highway
Recommendation: Debate

Date: 5-9-16

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Ryan Bedard

Address: 793 S. Beech St.
(Street) NH (Unit) 03103
(City) (State) (Zip)

Phone Number: (603) 512-1189

Customer Account Number: 151507-43572

Address of Property for which Abatement is Requested:
793 S. Beech St.
(Street) NH (Unit) 03103
(City) (State) (Zip)

Billing Period: 10/13/15 - 1/11/16

Amount of Abatement Request: \$220.08

Reason for Abatement Request: Unaware of a defective toilet upstairs

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

3/4/16
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/21/2016

Customer Name: Greene

Account #: 89331-66374
Combined Billing

Property Address: 417 Cartier St

Reason for Request: toilet leak

Service Dates: 10/23/15-1/21/16-4/20/16

Bill Date: 2/24/2016- To be billed

Consumption: 212 ccf % Increase from Average: 544%

Average Consumption: 39 ccf Based on: 5 year average

Difference: 173 ccf

Other Comments: _____

EPD Recommendation: Grant Abatement as exceeds 250% threshold

IFM

Abatement Total: 173 ccf at \$ 3.47 \$ 600.31

Highway Recommendation: Abate

Date: 5-9-16

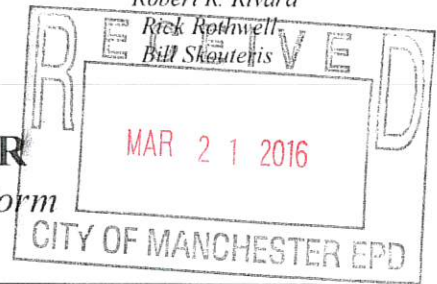
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skoutelis



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Lucille Greene

Address: 417 Cartier Street (Street) 1 (Unit)
Manchester (City) NH (State) 03102 (Zip)

Phone Number: 603-232-4600

Customer Account Number: 89331-66374

Address of Property for which Abatement is Requested:
417 Cartier Street (Street) 1 (Unit)
Manchester (City) NH (State) 03102 (Zip)

Billing Period: 2/28/16 - 3/25/16 10/23/15 - 1-21-16

Amount of Abatement Request: 284.54

Reason for Abatement Request: Toilet Leak 82 CF

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Lucille Greene
(Signature)

3-17-16
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 4/11/2016

Customer Name: Wagner

Account #: 137823-61504
Combined Billing

Property Address: 147 W. Haven Rd

Reason for
Request: toilet running

Service Dates: 8/25/15 - 11/27/15 - 2/25/16

Bill Date: 12/23/15 - 3/23/16

Consumption: 75 ccf

% Increase
from Average: 183%

Average
Consumption: 41 ccf

Based on: 5 yr average

Difference: 34 ccf

Other Comments: _____

EPD
Recommendation: Deny Abatement does not exceeds 250% threshold

_____ *Jm*

Abatement Total: _____ ccf at \$ 3.47 \$

Highway
Recommendation: *Deny*

Date: 5-9-16

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert

Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

APR 11 2016

CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Celia U. Leonard (f/k/a Celia Leonard Wagner)

Address: 314 N. Amherst Rd
(Street) (Unit)

Bedford (City) MA (State) 03110 (Zip)

Phone Number: 603-325-2241

Customer Account Number: 137823-61504

Address of Property for which Abatement is Requested:

147 W. Haven Rd
(Street) (Unit)

Manchester (City) MA (State) 03104 (Zip)

Billing Period: 1) 8/25/15 - 11/27/15 and 2) 11/27/15 - 2/25/16

Amount of Abatement Request: \$247.36 (\$120.66 for 1st period + \$126.70 for 2nd)

Reason for Abatement Request: Unbeknownst to my tenant, a single man, the

upstairs toilet had a faulty part which caused it to run constantly.
That was fixed after we were alerted to the problem, on 1/31/16. I'm asking
for an abatement of the amount over what is typical usage for past couple of years.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Water from running toilet → into sewer.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

4/7/2016
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 4/13/2016

Customer Name: Ademovic, Esma

Account #: 139803-33266
Combined Billing

Property Address: 30 Martin St

Reason for Request: Outside water spicket leaking

Service Dates: 12/02/16 - 3/1/16

Bill Date: 4/6/2016

Consumption: 48 ccf % Increase from Average: 320%

Average Consumption: 15 ccf Based on: 5 yr average

Difference: 33 ccf

Other Comments: _____

EPD Recommendation: Abate Abatement exceeds 250% threshold

Jm

Abatement Total: 33 ccf at \$ 3.47 \$ 114.51

Highway Recommendation: Abate

Date: 5-9-16

Scott FYI

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rosinwell
Bill Skouteris

OPS's

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: ESMA ADEMOVICAddress: 30 MARTIN ST.

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-391-5144Customer Account Number: 139803-33266

Address of Property for which Abatement is Requested:

30 MARTIN ST.
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 12/1/15 - 3/1/16Amount of Abatement Request: all over normal usage of water & sewer \$152.00

Reason for Abatement Request: Pipe for garden froze & leak water
when I got call from Pat - RWU I call someone to
fix issue. I'm unemployed for 2 months now and have
difficulties paying bills.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

water was accumulated outside of the house in
back yard. My Brother is now fixed pipe & yesterday
4/12/16 now for RWU come & check if there are any other leaks
& problem pipe & he said now it all OK & sewer is normal since 3/1/16

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Esma Ademovic
(Signature)

4/13/16
(Date)

✓ ✱

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 4/14/2016

Customer Name: Cityside Management

Account #: 106593-66198
Combined Billing

Property Address: 83-97 Langdon St.

Reason for
Request: leaking water heaters, pipes and burst pipes

Service Dates: 8/10/15 - 11/12/15 - 2/10/16

Bill Date: 12/9/15 - 3/9/16

Consumption: 1093 ccf

% Increase
from Average: 374%

Average
Consumption: 292 ccf

Based on: 5 yr average

Difference: 801 ccf

Other Comments: We have Landlord Agent Form

EPD
Recommendation: Abate Abatement exceeds 250% threshold

Jm

Abatement Total: 801 ccf at \$ 3.47 \$ 2,779.47

Highway
Recommendation: Abate

Date: 5-9-16

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert

Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

APR 14 2016

CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: James Conner / Cityside Management

Address: 186 Granite St, Ste 301

(Street) Manchester NH 03101 (Unit)

(City) (State) (Zip)

Phone Number: 603-722-2528

Customer Account Number: 106593 - 66198

Address of Property for which Abatement is Requested:

83-97 Landon St

(Street) Manchester NH 03101 (Unit)

(City) (State) (Zip)

Billing Period: 8/10/15 - 11/12/15 (\$2849.70) + 11/12/15 - 2/10/16 (\$2886.11)

Amount of Abatement Request: \$3700.00; see attached

Reason for Abatement Request: Property had a number of issues -

leaking water heaters (see (A)), leaking sewer pipe (see (B)),
burst pipes (see (C)).

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Buildings 83 & 91 had leaky water heaters (water in basement) - see (A).

Leaky sewer pipe (water in basement) - see (B).

Water in ceiling at 91-3, see (C)

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No n/a

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

4/12/2016
(Date)

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$486,226 for CIP 210716 Homeless Healthcare be approved.

(Unanimous vote with the exception of Alderman Shaw who arrived late)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: May 26, 2016

Re: Health Department - CIP #210716 – Homeless Healthcare

New Funding

The Health Department has notified us that the City has received new funding from the United States Department of Health and Human Services Health Resources and Services Administration totaling \$486,226 to provide continuing support to the Healthcare for the Homeless Program/Mobile Community Health Team Project.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program continuation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

CIP BUDGET AUTHORIZATION

CIP#: 210716	Project Year: 2016	CIP Resolution: 6/9/2015	
Title: Homeless Healthcare		Amending Resolution: 6/28/2016	
Administering Department: Health Department		Revision: #1	

Project Description: The Health Care for the Homeless Program/Mobile Community Health Team Project is a "clinic without walls" which provides onsite primary medical care, nursing case management, addiction counseling and health education to individuals and families who are homeless, at shelters and transitional housing programs in Manchester. The clinical team consists of one physician, two nurse practitioners, two nurses, one addiction counselor and a program assistant. The clinic is in session every weekday morning at New Horizons shelter and every Tuesday and Thursdays at Families In Transition.

Federal Grants	Federal Grant: Yes	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Project Initiation	7/1/2015
2.	Project Completion	10/31/2016
3.		
4.		
5.		
		10/31/2016

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,158,668.00	\$0.00	\$0.00	\$1,158,668.00
TOTAL	\$1,158,668.00	\$0.00	\$0.00	\$1,158,668.00

Revisions: #1 - Budget increased from \$672,442 to \$1,158,668 due to the receipt of additional funding. Completion date extended from 2/29/2016 to 10/31/2016.

Comments: Funds received from the United States Department of Health and Human Services Health Resources and Services Administration. Funds paid to Catholic Medical Center for Homeless Healthcare Services in Manchester. Grant initiation and completion dates determined by the grantor.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of Four Hundred Eighty Six Thousand Two Hundred Twenty Six Dollars (\$486,226) for the FY2016 CIP 210716 Homeless Healthcare.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2016 CIP as contained in the 2016 CIP budget; and

WHEREAS, the 2016 CIP contains all sources of funds to be used in the execution of projects; and


WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the United States Department of Health and Human Services Health Resource and Services Administration to provide continuing funding for healthcare services for Manchester’s homeless.

NOW, THEREFORE, be it resolved that the 2016 CIP be amended as follows:

By increasing:

FY2016 CIP 210716 – Homeless Healthcare - \$486,226 Federal
(from \$672,442 Federal to \$1,158,668 Federal)

Resolved, that this Resolution shall take effect upon its passage.

1. DATE ISSUED: 05/12/2016		2. PROGRAM CFDA: 93.224		 NOTICE OF AWARD AUTHORIZATION (Legislation/Regulation) Public Health Service Act, Title III, Section 330 Public Health Service Act, Section 330, 42 U.S.C. 254b Affordable Care Act, Section 10503 Public Health Service Act, Section 330, 42 U.S.C. 254, as amended. Authority: Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended Public Health Service Act, Section 330(e), 42 U.S.C. 254b Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) and Section 10503 of The Patient Protection and Affordable Care Act (P.L. 111-148) Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b) Public Health Service Act, Section 330, as amended (42 U.S.C. 254b) Section 330 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 254b, as amended)							
3. SUPERSEDES AWARD NOTICE dated: 02/09/2016 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.											
4a. AWARD NO.: 6 H80CS00002-15-01		4b. GRANT NO.: H80CS00002				5. FORMER GRANT NO.: H66CS00328					
6. PROJECT PERIOD: FROM: 11/01/2001 THROUGH: 02/28/2019											
7. BUDGET PERIOD: FROM: 03/01/2016 THROUGH: 02/28/2017											
8. TITLE OF PROJECT (OR PROGRAM): HEALTH CENTER CLUSTER											
9. GRANTEE NAME AND ADDRESS: City of Manchester New Hampshire 1528 Elm St Manchester, NH 03101-1350 DUNS NUMBER: 790913636 BHCNIS # 010130				10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) Timothy M Soucy City of Manchester New Hampshire 1528 Elm St Manchester, NH 03101-1356							
11. APPROVED BUDGET: (Excludes Direct Assistance) <input type="checkbox"/> Grant Funds Only <input checked="" type="checkbox"/> Total project costs including grant funds and all other financial participation				12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE: a. Authorized Financial Assistance This Period \$1,158,668.00 b. Less Unobligated Balance from Prior Budget Periods i. Additional Authority \$0.00 ii. Offset \$0.00 c. Unawarded Balance of Current Year's Funds \$0.00 d. Less Cumulative Prior Awards(s) This Budget Period \$289,667.00 e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$869,001.00							
a. Salaries and Wages : \$0.00 b. Fringe Benefits : \$0.00 c. Total Personnel Costs : \$0.00 d. Consultant Costs : \$0.00 e. Equipment : \$0.00 f. Supplies : \$12,494.00 g. Travel : \$11,651.00 h. Construction/Alteration and Renovation : \$0.00 i. Other : \$26,600.00 j. Consortium/Contractual Costs : \$1,397,285.00 k. Trainee Related Expenses : \$0.00 l. Trainee Stipends : \$0.00 m. Trainee Tuition and Fees : \$0.00 n. Trainee Travel : \$0.00 o. TOTAL DIRECT COSTS : \$1,448,030.00 p. INDIRECT COSTS (Rate: % of S&W/TADC) : \$0.00 q. TOTAL APPROVED BUDGET : \$1,448,030.00 i. Less Non-Federal Share: \$289,362.00 ii. Federal Share: \$1,158,668.00				13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">YEAR</th> <th style="width: 70%;">TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">16</td> <td style="text-align: right;">\$1,280,888.00</td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: right;">\$1,280,888.00</td> </tr> </tbody> </table>		YEAR	TOTAL COSTS	16	\$1,280,888.00	17	\$1,280,888.00
YEAR	TOTAL COSTS										
16	\$1,280,888.00										
17	\$1,280,888.00										
14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash) a. Amount of Direct Assistance \$0.00 b. Less Unawarded Balance of Current Year's Funds \$0.00 c. Less Cumulative Prior Awards(s) This Budget Period \$0.00 d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$0.00											
15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: A=Addition B=Deduction C=Cost Sharing or Matching D=Other [D] Estimated Program Income: \$289,362.00											
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is											

acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS: (Other Terms and Conditions Attached [X]Yes []No)*Electronically signed by Elvera Messina , Grants Management Officer on : 05/12/2016***17. OBJ. CLASS:** 41.51 **18. CRS-EIN:** 1026000517A4 **19. FUTURE RECOMMENDED FUNDING:** \$0.00

FY-CAN	CFDA	DOCUMENT NO.	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
16 - 3980879	93.224	16H80CS00002	\$185,523.00	\$0.00	HCH	HealthCareCenters_16
16 - 398879F	93.527	16H80CS00002	\$683,478.00	\$0.00	HCH	HealthCareCenters_16

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Term(s)

1. This action completes funding of the FY 2016 budget period at the grantee's current target funding level.

All prior terms and conditions remain in effect unless specifically removed.

Contacts

NoA Email Address(es):

Name	Role	Email
Timothy M Soucy	Program Director	tsoucy@manchesternh.gov
Gabriela M Walder	Business Official	gwalder@manchesternh.gov
Marianne J Savarese	Authorizing Official, Authorizing Official	msavarese@cmc-nh.org
Marianne Savarese	Point of Contact	msavarese@cmc-nh.org

Note: NoA emailed to these address(es)

Program Contact:

For assistance on programmatic issues, please contact Andrew Westrum at:
MailStop Code: 15C-04
BPHC
5600 Fishers Lane
Rockville, MD, 20857-
Email: awestrum@hrsa.gov
Phone: (301) 443-0418
Fax: (301) 594-0089

Division of Grants Management Operations:

For assistance on grant administration issues, please contact Vincent Mani at:
MailStop Code: 10SWH03
HRSA/OFAM/DGMO/HCB
5600 Fishers Lane
Rockville, MD, 20857-
Email: vmani@hrsa.gov
Phone: (301) 945-0900

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that the amended request from the property owner of 78 Cartier Street for subordination of a lien in the amount of \$43,254 was received and filed.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: May 27, 2016

Re: CIP #612611 Lead Hazard Reduction Demonstration Grant – Mortgage
Subordination 78 Cartier Street (Three Unit Rental Property)

At the May 2016 CIP meeting, Merav Yaakov of Liolt LLC requested the subordination of a City lien totaling \$43,254 placed upon the aforementioned property. The request was denied because it did not meet the criteria established by the CIP Committee for approving subordinations.

The owner has now proposed that the subordination be granted after the issue of an irrevocable letter of credit from Lake Sunapee Bank to the City of Manchester in favor of Liolt LLC in the amount of \$43,254. In the event that the requirements of Lead loan are not complied with, the Letter of Credit will pay off the City's lien. If the requirements of the lead program are complied with, this loan will be forgiven 2/21/2019.

The owner indicates he will use this property as collateral for a loan to purchase another investment property in Manchester. The loan to purchase the new property will be secured by 78 Cartier Street. The requested subordination would change the City's mortgage position from first to second. The Mortgagee proposes that the City's loan will be secured by the irrevocable letter of credit. Your review of these documents and a recommendation to the full Board is respectfully requested.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the property owner of 81 Ash Street requesting subordination of a City lien in the amount of \$31,545 be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: May 27, 2016

Re: CIP #612611 Lead Hazard Reduction Demonstration Grant – Mortgage
Subordination 81 Ash Street (Three Unit Rental Property)

Denell Ragas, the owner of 81 Ash Street has contacted this office to request the subordination of a City lien totaling \$31,545 placed upon the aforementioned property. The lien was placed due to the use of Lead-Based Paint Hazard Reduction Demonstration Grant funds used to pursue lead abatement and renovation at the property. If the requirements of the lead program are complied with, this loan will be forgiven in 2018.

The requested subordination will allow the owner to acquire a lower rate mortgage on the property thereby reducing operational costs and increasing its economic viability. The owner represents that no cash is being taken out in the refinancing and that the City's security instrument will remain in second position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Code Enforcement position in the Planning Department be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that the communication from the Human Resources Director regarding workers compensation and FMLA has been received and filed.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

December 7, 2015

Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: Worker's Compensation and FMLA

Dear Chair Hirschmann and Members of the Committee:

HR recently became aware of an unintended consequence of no longer requiring Workers Compensation and FMLA to run concurrently. In 2013, the BMA approved a change to the city's Family Medical Leave (FMLA) policy in that Worker's Compensation is no longer required to be designated as FMLA.

When an employee is on approved FMLA not only is his/her job protected, but the City continues to pay its share of the employee's health care costs up to the maximum leave allowance (12 weeks).

Unlike FMLA, Workers Compensation (WC) is not a leave policy; it is considered compensation for the employee's injury while on the job. If an employee is unable to continue to work, he/she requires an approved leave of absence. In prior situations, FMLA filled the requirement as an approved leave.

An employee, who takes a non-FMLA leave of absence and is absent from work for a calendar month with no paid earnings or paid leave time used, technically is responsible for the full costs of health insurance benefits. Again, WC is not considered leave nor is it paid employment. It is compensation.


In the future, consistent with the current FMLA policy, the city can:

- A. Run FMLA concurrent with the Worker's Compensation absence, but not mandate it. If the employee avails himself/herself of this option, the cost of his/her health insurance benefits will be maintained at the employee cost share for up to the maximum duration of approved FMLA, or;
- B. Amend the FMLA policy to revert to the prior provision of running FMLA and WC concurrently.

Technically, the city does not have a WC leave of absence policy. Therefore, after the exhaustion of FMLA, if the employee is unable to return to work and remains on Workers Compensation, the city can either:

- a. Approve a new leave policy, Worker's Compensation Leave of Absence, whereby the employee during a WC leave of absence is allowed to continue to pay only the employee portion of the health care and other benefit costs, provided he/she is not conditionally discharged with a limited right of reinstatement or is discharged, or;
- b. Place the employee on an unpaid leave of absence for the duration of the Worker's Compensation.

Respectfully submitted,



Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •

FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

NO PARKING ANYTIME

On Belmont Street, east side, from Massabesic Street to a point 165 feet south

Alderman Sapienza

On Sentinel Court, north side, from a point 435 feet west of Bradley Street to a point 120 feet further west

Alderman Shaw

On Spring Street, north side, from Canal Street to a point 188 feet east

Alderman Long

On Broadway Avenue, west side, from Farmer Street to a point 85 feet south

Alderman Pappas

On Plainfield Street, from Rosedale Avenue to Lenox Avenue, west side

Alderman Shaw

NO PARKING 8 AM-6 PM, MON-SAT

On Taylor Street, east side, from a point 360 feet north of Somerville Street to a point 58 feet north

Alderman Shea

TWO HOUR PARKING

On Spring Street, north side, from a point 40 feet west of Elm Street to a point 188 feet east of Canal Street

Alderman Long

STOP SIGNS, 3-WAY

On Bradley Street at Beech Hill Drive, NWC, SEC

Alderman Shaw

RESCIND NO PARKING ANYTIME

On Belmont Street, east side, from Massabesic Street to a point 180 feet south
(Ord. 8527)

Alderman Sapienza

RESCIND TWO HOUR PARKING

On Spring Street, north side, from a point 40 feet west of Elm Street to a point 200 feet east of Canal Street (Ord. 7396)

Alderman Long

Page 2.

RESCIND NO PARKING 8 AM-6 PM, MON-SAT

On Taylor Street, east side, from a point 360 feet north of Somerville Street to a point 110 feet north (Ord. 9871)

Alderman Shea

RESCIND STOP SIGN, 4-WAY

On Carpenter Street at North Adams Street, NEC, SWC

Alderman Cavanaugh

Lake Shore Road, east side, from Minot Street to a point 200 feet north

Alderman Pappas

(Unanimous vote with the exception of Alderman Shaw who arrived late)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Harmond". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that their previous report recommending approval of increased parking fees for FY2017 with an effective date of October 1, 2016 be rescinded and that all parking fees and enforcement hours remain the same.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond", with a stylized flourish at the end.

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Denise Boutilier, Parking Manager, for increased parking fees for FY2017 be approved with an effective date of October 1, 2016.

(Unanimous vote with the exception of Alderman Long who arrived late)

Respectfully submitted,



Clerk of Committee

In Board of Mayor and Aldermen

Date: 05/17/16

On motion of Ald. Levasseur

Seconded by Ald. Shea

**Voted to refer back to the
Committee on Public Safety,
Health and Traffic.**



City Clerk



City of Manchester Parking Division

Denise Boutilier
Parking Manager
dboutilier@manchesternh.gov

April 11, 2016

Committee on Public Safety, Health and Traffic
c/o City Clerk
1 City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members:

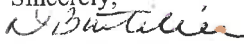
This letter serves to outline possible increases to parking fees in FY2017. The last increases were approved by the Board of Mayor and Aldermen in June, 2014. The BMA indicated that the City should consider regular increases over time so that landlords and parking patrons can plan ahead. We believe possible increases should be evaluated every two years. Accordingly, the following increases are submitted for your consideration:

	Current Rate FY2016	Possible Rate FY2017	Estimated Revenue Generated
Permits			
- Garage	\$85.00	\$90.00	\$ 35,000
- Parking Lots			
o Millyard	\$55.00	\$60.00	\$ 15,000
o CBD	\$60.00	\$65.00	\$ 50,000
- On Street	\$55.00	\$60.00	\$110,000
- Post-Secondary	\$40.00	\$45.00	\$ 35,000
 Metered Parking	\$.75/hr.	\$ 1.00/hr.	\$350,000
Garage Hourly	\$.75/hr.	\$ 1.00/hr.	<u>\$ 80,000</u>
			\$675,000
 Less Capital Reserve			
Funding			<u>\$<75,000></u>
Net Estimated Increase			\$600,000

We suggest \$75,000 of the revenue generated should be earmarked to a capital reserve account within the Parking Division appropriation. We propose using the funds in FY2017 to a) eliminate the gate system at the Victory Garage and replace with kiosks, b) repairs to the garage and c) replace on-street single space meters with kiosks.

Attached is the 2016 Peer City Rate Table for your information.

If you have any questions or comments, feel free to ask.

Sincerely,

Denise Boutilier

2016 Peer City Rate Table						
	<u>Manchester</u>	<u>Portsmouth</u>	<u>Concord</u>	<u>Keene</u>	<u>Nashua</u>	<u>Dover</u>
<u>On-street meter rates</u>						
Comments						
	.75/hr.	\$1.25/\$1.75	.75/hr.	.75/hr	90min \$1/hr M-S 9-7	.75/hr.
	All meters M-F 8-8	M-S 9-7	M-F 8-5	2/3hr meters	2HR - \$.75/hr M-F	9-7 M-F
	Elm St. Sat 11-8	Sun 12-7		8-5 M-S	Unl. \$.50/hr M-F 9-6	
<u>Parking Lot rates</u>						
Permits	\$60/mos	n/a	N/A	\$130/quarter	\$50/mos	\$20-\$45
Meters	.75/hr. M-F	n/a	.50/hr. M-F 8-5	.30/hr 8-5 M-S		.75/hr.
<u>On-street permits</u>						
Regular						
Students	\$55/mos	n/a	n/a	\$115/quarter	n/a	\$20-\$45
	\$40/mos					n/a
<u>Parking Garage</u>						
Daily	.75/hr \$6.00/day	\$1.25	.50/hr. M-F 8-5	.30/hr	\$45/mos cov	.75/hr
Monthly	\$85.00	\$135.00	\$1044/yr uncov	\$155/quarter	\$30/mos M-F	\$45/mo.
			\$1344/yr cov			
<u>Construction Permits</u>						
	\$20/day M-F		\$10/day	\$15/day	\$10/day	\$10/day meter
<u>Residential Permits</u>						
	Free		Free	Free	n/a	\$15/mos.

Hours of Enforcement
(effective 10/1/16)

6/6/2016

Estimated loss of Revenue

	At Current \$.75 Rate	At Possible \$1 Rate
*5pm-8pm/Mon-Fri	-202,000	-252,000
**11am-8pm/Sat.	<u>-40,000</u>	<u>-50,000</u>
	-242,000	-302,000

* City Wide

** Elm St.

From: Matthew T. O'Brien [<mailto:mobrien@mjinc.com>]

Sent: Monday, June 13, 2016 10:59 AM

To: Goucher, Pamela

Subject: Resignation

Dear Ms. Goucher,

Being a City of Manchester Planning Board Member was a great experience and a wonderful way for me to try and assist the City. I felt as though the board was structured very well with its pool of collective working knowledge of planning development. I was sincerely impressed with the organization and professionalism of the staff, and I was confident in their knowledge and experience to assist the Board in making informative decisions. Chairman Harrington has done a wonderful job orchestrating the public meetings and providing leadership to the rest of the board members. Former Alderman Jim Roy was an inspiration for his compassion to the public who attended the evening meetings. His explanations to the public when the decisions were delivered was instrumental in ensuring the public felt that their voices were heard even though the board was limited in their ability to incorporate their concerns. Mr. O'Donoghue and I shared a very similar opinion in our determinations, and I'm confident he'll continue with the level-headed state of mind. I could go on about the rest of the board.

My family has been going through major life milestones lately consisting of a new job, new baby, and new house. Unfortunately these events lead us to relocate to the City of Concord, and now I am no longer eligible to participate on the Planning Board. With great regret, I offer this letter as my resignation from the City of Manchester Planning Board. Please forward to the Mayor and Board of Aldermen to complete this process as necessary.

It was wonderful working with you, and I hope that our paths cross again in the future. Please send my regards to the staff and board members and let them know that I thank them for making Manchester Great!

Sincerely,

Matthew

Matthew O'Brien • Project Manager
McFarland Johnson
53 Regional Drive • Concord, NH 03301
Office: (603) 225-2978 Fax: (603) 225-0095
www.mjinc.com



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor.

June 7, 2016

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

RE: Nominations

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1.) Kathryn Horgan to succeed Gregory Telge (term-limited) as a member of the Board of the Manchester Development Corporation Board term to expire March 11, 2019;
- (2.) Ray Hebert to succeed Matthew O'Brien as a member of the Planning Board term to expire May 1, 2019;
- (3.) Daniel LeClerc to succeed Erik Kisak moving from alternate to full member of the Planning Board term to expire on May 1, 2019;
- (4.) Barry Lussier to succeed Daniel LeClerc (moved to full member) as an alternate member of the Planning Board term to expire May 1, 2019.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

Theodore L. Gatsas
Mayor

cc: Matthew Normand, City Clerk
TLG/swp

Kathryn M. Horgan

kmhorgan@comcast.net
Cell: 603-801-0108

EXPERIENCE

PUBLIC POLICY AND COMMUNICATIONS ASSOCIATE

The Dupont Group

February 2015-Present

- Provide government relations, public relations, and communication support to a wide variety of clients
 - Tracking and monitoring of legislation
 - Monitor developments at state agencies, The NH Executive Council, The NH Governor's Office and The NH Legislature
 - Maintain the Press database and assist in drafting press releases
 - Responsible for management of all events hosted both on and off site
 - Provide administrative support to the Vice President

ADJUNT FACULTY

September 2013-Present

- Manchester Community College
 - Introduction to American Government
- Granite State College
 - Introduction to American Government
 - World Affairs
 - History of New England

POLITICAL AND CORPORATE COMMUNICATIONS

February 2014-February 2015

Spectrum Marketing Companies

- Work with a variety of candidates to develop a campaign strategy and provide with the tools necessary to run an effective campaign.
- Designed campaign literature (ex. signs, palm cards and mailers).
- Provided campaign advice and a sounding board for candidates.

INDEPENDENT CONSULTING

February 2013-February 2015

- Provide consulting services and support to various clients, including:
 - Negotiating and coordination of external contracts
 - Facilitating sponsorship contributions for events
 - Creation of invitations, marketing materials, and promotional items
 - Volunteer recruitment
 - Website creation and management
 - Clients include: nonprofits, charitable, professional, and political organizations

OFFICE OF SENATOR KELLY AYOTTE, WASHINGTON DC

January 2011-January 2013

Scheduler and Executive Assistant

- Responsible for all internal and external scheduling for the Senator
 - Aiding the Senator in executing her daily schedule
 - Preparing all briefing materials for the Senator
 - Maintaining the Senator's contacts
 - Managing all invitations for the Senator
 - Arranging all travel plans for the Senator
 - Planning and coordinating all events hosted by the Senator in the Capitol and New Hampshire

NEW HAMPSHIRE REPUBLICAN STATE PARTY, CONCORD, NH

February 2010- January 2011

Political Director for the House Republican Victory PAC

- Responsible for all efforts on behalf of the House PAC
 - Recruitment of State House Candidates
 - Consult with all State House Candidates on individual campaign strategy
 - Planning and coordinating of all fundraising events

OFFICE OF CONGRESSMAN MARIO DIAZ-BALART, WASHINGTON DC February 2009-February 2010
Scheduler

- Responsible for scheduling all internal and external scheduling for the Congressman in DC
 - Aiding the Congressman in executing his daily schedule
 - Writing correspondence to constituents
 - Maintaining the Congressman's contacts
 - Managing all invitations for the Congressman
 - Arranging all travel plans for the Congressman
 - Managing front office

OFFICE OF SENATOR JOHN E. SUNUNU, WASHINGTON, DC January 2008 – January 2009
Assistant to the Senator

- Responsible for assisting in all external and internal scheduling for the Senator
 - Aiding the Senator in executing his daily schedule
 - Writing correspondence to constituents
 - Maintaining the Senator's contacts
 - Managing all invitations for the Senator
 - Arranging all travel plans for the Senator
 - Planning and coordinating all events hosted by the Senator in the Capitol

VALENTE & ASSOCIATES, WASHINGTON DC April 2007 - January 2008
Assistant to the President and Office Manager

- Responsible for all relations between clients and the President
 - Managing the President's schedule and contacts
 - Planning and coordinating fund raising events
 - Managing the President's PACs
 - Conducting research
 - Supervision of all interns
 - Ordering office supplies
 - Managing telecommunications

SAINT ANSELM COLLEGE, MANCHESTER, NH January 2007 – April 2007
Event Planner for Presidential Primary Debates

- Responsible for planning and coordinating campus debate events
 - Coordinating external vendor contacts
 - Facilitating volunteer identification
 - Communicating event details and schedule

CONGRESSMAN CHARLIE BASS RE-ELECTION CAMPAIGN, CONCORD, NH June 2006 - November 2006

Campaign Field Representative

- Responsible for all relations between county representatives and campaign office
 - Establishing and managing relations with town chairs and campaign volunteers
 - Planning and coordinating campaign events
 - Monitoring press clippings
 - Serving as Coordinator for Fire Fighter Coalition
 - Responsible for establishing and maintaining relations between coalition members and campaign
 - Locating and managing members
 - Planning and scheduling Coalition events
 - Assisted in securing endorsements by fire fighters for the Congressman

EDUCATION

Bachelor of Arts, History, May 2005
Saint Anselm College, Manchester, NH

Master of Science, Political Science, January 2007
Suffolk University, Boston, MA
Thesis: *The Effects of Incumbency on a US Congressional Election*
National Political Science Honors Society Pi Sigma Alpha

COMMUNITY SERVICE

Member of New Hampshire Sports and Social Club
Member of District Sports Soccer Club
Member of New Hampshire Senate Softball Team
Member of New Hampshire State Society
Vice Chair New Hampshire State Society Annual Golf Tournament
New Hampshire Senate Intern
Alumni Weekend Volunteer- Saint Anselm College
Orientation Volunteer- Saint Anselm College
Senior Gift Committee- Saint Anselm College
Assistant to lead fund raiser for the March of Dimes Annual Dinner

Commission Name: MDC Board

Name: Kathryn Horgan

Address: 1158 Belmont Street
Manchester, NH 03104

Phone: 801-0108

E-mail: Kmhorgan@comcast.net

Department Head: Will Craig

Raymond R. Hebert
93 A Street
Manchester, NH 03102
(603) 231-4945

December 1, 2015

Office of the Mayor
One City Hall Plaza
Manchester, NH 03101

Attention: Mayor Ted Gatsas

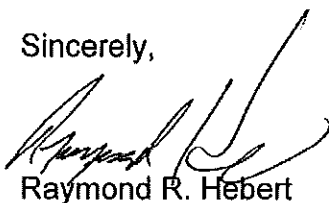
Planning Board Position

Ted, I am very interested in becoming a fulltime member on the Planning Board and not an alternate. My chairmanship on the Highway Commission will be completed in January 2016.

If at this time there are no fulltime spots I understand and would like to remain a consideration should a spot become available.

Best wishes to you and your family for a happy and healthy holiday season.

Sincerely,



Raymond R. Hebert

Commission Name: Planning Board

Name: Raymond Hebert

Address: 93 A Street

Manchester, NH 03102

Phone: 231-4945

E-mail: Ray@Longchampselectric.com

Department Head: Pamela Gaverher

Raymond R. Hebert

93 A Street
Manchester NH 03102

Phone 603-623-2125
Office 603-625-5954

~~~~~  
Position Objective - Electricians Board

Education -

1982 - 1984 N.H. Vocational Technical College,  
Manchester NH  
Associates Degree in Applied Science of  
Industrial Electricity

1979 West High School, Manchester NH

Professional Licenses - NH Master Electrician License # 7806 M  
MA Master License # 1093 M  
VT Master License # 5305 M  
ME Master License # MS600 20326

Work Experience -

1990 to present Longchamps Electric Inc, Manchester NH  
Lead Salesman and Chief Estimator

1982 - 1990 Joel Electric, Manchester NH  
Worked my way up the ladder from  
Apprentice to Electrician to  
Service Manager to General Manager

1979 - 1982 Schwartz Motor Transportation  
Manchester NH  
Truck Driver / Press Operator

Boards - Highway Commission, City of Manchester  
NH Dept of Safety, Electricians Board  
Trustee, Manchester Boys and Girls Club  
Treas, Electr Contractors Business Assn  
Bldg Board of Appeals, City of Manchester

References - Gladly furnished upon request.

05-10-12

Daniel LeClerc  
88 President Rd.  
Manchester, NH 03103  
H-(603) 645-8526  
C-(603) 365-6006

## **Experience**

### **Journeyman, Massachusetts State Carpenter's Union**

1995 to Present: Responsible for layout, design, framing and constructing of commercial projects throughout Massachusetts and NH.

In April of 2015, I was hired to be the Business Representative/Organizer, for Carpenters Local 118, in NH

### **Apprentice/Journeyman, Excel Building Systems**

1991 – 1995: Worked non-Union as an apprentice, learning the metal framing/drywall trade.

In years prior to Excel, I worked in different facets of construction, and in many different restaurants, as a server, bartender, and manager.

## **Education**

### **Manchester Memorial High School**

1980: Graduated High School

### **New Hampshire College**

1982-83: Completed one semester in accounting/computer programming.

1983-85: Graduated with an Associates Degree in Building Construction.

2007: Completed a course in Blueprint Reading through the Union.

### Skills

My many years in the service industry have taught me how to deal with the public in general, as well as one on one. While I was at NHC, I took a class on public speaking, which is something that comes natural to me. I've been in construction, in one form or another, for over 30 years, and I think I can relate to anyone in the trades.

I also like to put things in order, whether it's time, tasks or people, organization is key.

### Community

#### Blessed Sacrament Parish

I am a member of the Parish Council, and do different ministries, including reading during masses, and liaison to the Food Pantry at the parish.

#### Granite State Organizing Project

I sit on the Executive Board of the GSOP, representing the Labor sector.

Commission Name: Planning Board

Name: Daniel Leclerc

Address: 89 President Rd.  
Manchester, NH 03103

Phone: 603-8526

E-mail: Dj191862@gmail.com

Department Head: Pamela Garher

Barry Lussier  
443 Stark Lane  
Manchester, NH 03102  
(603) 624-8589

---

**Purpose:** To offer my expertise in civil engineering as a member of the Manchester Planning Board

**Experience:**

**CLD Construction Engineers, Inc.**

**Independent Civil Engineering Professional**

*Retired*

**Town of Dunbarton**

**Planning Board**

*Former member*

Commission Name: Planning Board

Name: Barry Lussier

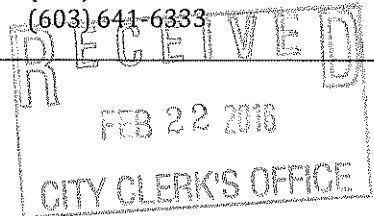
Address: 443 Stark Lane

Manchester, NH 03102

Phone: (603) 624-8589

E-mail: \_\_\_\_\_

Department Head: Pamela Goucher



February 18, 2016

Matthew Normand, City Clerk  
City of Manchester  
Office of the City Clerk  
1 City Hall Plaza  
Manchester, NH 03101

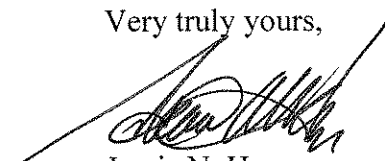
**Subject: 496-498 Hanover Street "Pillar Manors" Storm Window Waiver Request**

Dear Mr. Normand:

Attached please find request for a Special Exception on behalf of Pillar Manors LLC and Kathy Flanders regarding the above-captioned matter.

Accordingly, on behalf of our client we request that a hearing with the Board of Mayor and Aldermen be scheduled as soon as practicable. Thank you for your assistance and cooperation in this matter.

Very truly yours,



Jamie N. Hage

JNH/dl

Enclosure

cc: Leon L. LaFreniere, AICP, Director  
Peter Chiesa, Esquire  
client

In Board of Mayor and Aldermen  
Date: 03/15/16  
On motion of Ald. Long  
Seconded by Ald. Levasseur  
Voted to refer to a public hearing.



City Clerk

**DATE:** February 18, 2016  
**TO:** Honorable Board of Mayor and Alderman  
**FROM:** Pillar Manors LLC and Kathy Flanders  
**SUBJECT:** 496-498 Hanover Street "Pillar Manors" Storm Window Waiver Request

---

To The Board of Mayor and Aldermen:

Please consider this request for a Special Exception from the requirements of the City of Manchester Housing Code Ordinance, Section 150.045 to provide screens and storm windows on all windows that open to an outdoor space. This request is submitted in accordance with the newly adopted amendment to the Housing Code Ordinance, Section 150.004 (B), which states as follows:

***150.004 Exceptions to Regulations***

***(B) Any dwelling, building or structure which is determined by the Board of Mayor and Aldermen to have special significance to the public interest as demonstrated by the property owner may be approved by the Board of Mayor and Aldermen as a special exception, after a public hearing, and the provisions of this chapter may be waived in their application to the exterior of such dwelling, building, or structure in whole or in part or so modified at the Board of Mayor and Aldermen may specify. Examples of special significance may include:***

***(1) Exhibiting a specific architectural period style; and/or***

***(2) Listing or eligibility for listing in the National Register of Historic Places; and/or***

***(3) Any demonstration of special significance which is endorsed by a recognized authority on historic properties.***

The following characteristics specific to 496-498 Hanover Street provide the basis for this waiver request:

- The subject properties represent a specific architectural period style that is somewhat unique in Manchester in that they remain virtually un-altered in an aesthetic sense from their original construction. These apartment buildings, known as the Gresley Apartment buildings at the time they were built in or about 1904 by Edwin L. Gresley, display Victorian architecture both on the exterior and interior of the Queen Anne style which dominated Victorian residential architecture from 1880 to 1910. The Victorian columns on the outside provide a unique and distinctive entryway into each building. The Queen Anne Victorian style features include large bay windows, porches, balconies, stained glass decorations and decorative trim. The interior has tiger oak wainscoting, oak hardwood floors, stained glass and decorative leaded and oversized windows. The applicant will submit a representative sample of photographs that depict these unique characteristics at the time of the hearing.

- The original owner, Mr. Edwin L Gresley and his family started a furniture company at the turn of the 20<sup>th</sup> century known as the de Moulpied Furniture Co. which was located on Elm Street where George's Apparel Store is today. The Gresley family made important contributions to the Manchester community by their successful business and these unique apartment buildings. These buildings should retain the bulk of their historical physical fabric which have remained relatively unchanged since their construction in 1904.
- These buildings are a well-preserved example of Victorian architecture, design, construction and engineering, and are a long-standing focal point on Hanover Street and in this community. Often referred to as the Towers today, these two apartment buildings serve as an icon of early 19 century architecture in Manchester and enhance the beauty of the neighborhood.
- These two buildings, now known as the Belmont and Milton Apartments were recognized by the Manchester Historic Association and its former owners, Mr. & Mrs. Fiore Costello were the recipients of the 1993 Historic Preservation award by the Manchester Historic Association.
- Ms. Flanders, operating as Pillar Manors LLC acquired the buildings from Mr. and Mrs. Costello in 2003 and has worked very hard to maintain the buildings in their pristine and historic character.
- The expense to install storm windows throughout the two buildings would be cost prohibitive and are not required for safety purposes. The Pillar Manor properties utilize single heating systems (as opposed to individual systems) that supply heat to all of the apartments contained within the buildings. Costs associated with the operation of these systems are borne by the property owner.
- Installation of exterior storm window systems on these architecturally significant buildings would negatively impact their appearance and not be consistent with the integrity of the original designs and are not necessary for the safety and health of its residents.

Respectfully submitted,

Pillar Manors LLC and Kathy Flanders,  
By their Attorneys,  
HAGE HODES, PA

Dated: February 18, 2016

By: 

Jamie N. Hage, Esq. NHBA 1054  
1855 Elm Street  
Manchester, NH 03104  
Telephone – (603) 668-2222  
Fax – (603) 641-6333  
[Jhage@hagehodes.com](mailto:Jhage@hagehodes.com)



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.  
Deputy Director - Building Regulations

**Date:** June 17, 2016

**To:** Honorable Board of Mayor and Aldermen

**From:** Leon L. LaFreniere, AICP  
Director, Planning & Community Development

**Subject:** Petitions for Demolition and Removal of Hazardous Buildings

The Planning and Community Development Department respectfully requests authorization to pursue relief through court proceedings under RSA 155:B for structures noted herein that have been deemed hazardous by our Code Enforcement Division. Please find attached petitions for the demolition and removal of three hazardous buildings located as follows:

The property located at **178 Old Cohas Avenue** was severely damaged by fire several years ago, and remains a hazardous structure today. The owner of record is in an estate, and the mortgage holder is an out of state entity. Repeated efforts ordering both the estate and the mortgage holder to address the hazardous situation have not been successful.

The property located at **504 Candia Road** was severely damaged by a fire on June 14, 2016. The extent of damage results in it being classified as a hazardous building. The owner of record for this property is also held in an estate, and we have not been able to identify a party willing to take responsibility for abating the hazard.

The property located at **250 Dunbar Street** contains a garage/accessory structure that was damaged earlier this year as a result of being hit by an automobile. To date, repeated efforts to have this hazardous structure removed have not been successful.

Should the BMA so authorize, these petitions would be filed with the District Court where an order permitting the City of Manchester to take steps to abate the hazards would be sought. Prior to incurring any expenses related to actual demolition, the Planning Department would seek bids for the work and report back to the BMA for appropriation of funds. Any expenses incurred would then result in a lien being placed on the properties for eventual recovery.

Please do not hesitate to contact myself or David Albin of our office with any questions you may have.

## Affidavit

I, David F. Albin, of the City of Manchester Planning and Community Development Department, One City Hall Plaza, Manchester, NH 03101 having been duly sworn, upon my oath depose and say:


1. That I am currently employed as a Code Enforcement Supervisor at the City of Manchester Planning and Community Development Department and have held said position since 7 July 2008. Prior to my current position I was employed by the City of Manchester Fire Department for thirty two (32) years. During my tenure at the Fire Department I was assigned as the Deputy Chief /Fire Marshal for thirteen (13) years.
2. That as the Code Enforcement Supervisor, my duty is to police compliance with the provisions of the Zoning Ordinance of the City of Manchester, New Hampshire (hereinafter, the "Zoning Ordinance")
3. That I participated in the inspection of the property at 178 Old Cohas Avenue Manchester, New Hampshire on or about 14 June 2016.
4. That on 14 June 2016 I observed damage as a result of a fire at the building at 178 Old Cohas Ave. Attached hereto are true and accurate copies of photographs depicting my observations on 14 June 2016.
5. That I determined that the building is unsafe, a fire hazard, a danger to human life and public welfare, a public nuisance and that appropriate measures should be taken immediately to demolish the structure.
6. That on 14 June 2016, I sent a letter to the Estate of Louise Veiga detailing my observations and findings and ordering them to remove the hazardous building within 10 days. A true and accurate copy of my letter is annexed hereto.
7. That as of the date of that affidavit the building has not been demolished and debris removed from the property.
8. That further your affiant sayeth not.

June 14, 2016  
The State of New Hampshire  
Hillsborough County

  
David F. Albin

Before the undersigned officer, personally appeared David F. Albin, who made this oath that the foregoing is true to the best of his knowledge and belief on this 15 day of May 2016.



  
Justice of the Peace/Notary Public  
My commission expires: 5/23/19

**Petition for Demolition and Removal of a Hazardous Building Located at  
178 Old Cohas Ave., Manchester, New Hampshire**

NOW COMES Leon LaFreniere, Director of the City of Manchester Planning and Community Development Department, and respectfully represents:

1. That the Estate of Louise Veiga is the owner of record of the premises, consisting of land and buildings, located at and known as 178 Old Cohas Ave, Manchester, County of Hillsborough, New Hampshire being more particularly bounded and described as follows:

A tract of land, with the buildings thereon, situated in Manchester, Hillsborough County, New Hampshire, bounded and described as follows, to wit:

Beginning at the intersection of the southerly line of New Cohas Avenue with the northeasterly line of Old Cohas Avenue; thence S. 73 degrees 15' E. by New Cohas Avenue 402 feet; thence S. 39 degrees 50' W. by land now or formerly of Maurice Katz 202.5 feet; thence N. 44degrees 30' by Old Cohas Avenue 370 feet to the point of beginning.

Being a triangular tract of land shown on a plan of land of Maurice Katz, Cohas Avenue, made by Walter F. O'Neill C.E. dated June 1967.

Being the same premises conveyed to William Veiga Jr. and Louise Veiga by Beatrice M. Carter, by deed dated September 6, 1972, recorded in Volume 2245, Page 259 of the Hillsborough County Registry of Deeds.

Subject to a prior mortgage given by William Veiga Jr. and Louise Veiga to Manchester Federal Savings and Loan Association, recorded in Volume 2245, Page 260 of said records.

2. That following a fire, an inspection of the property was conducted by members of the City of Manchester Planning and Community Development Department on June 14, 2016. As a result of that inspection and subsequent inspections, David F. Albin, Code Enforcement Supervisor for the City of Manchester Planning and Community Development Department, determined that the remainder of the building was unsafe, a fire hazard, a danger to human life and public welfare, and a public nuisance requiring immediate demolition and clean-up of debris.

3. That by letter from David F. Albin dated 15 June 2016, Community Restoration Corporation, William Veiga III and Carolyn L. Veiga were notified that the buildings in question are unsafe, a danger to human life, a fire hazard, "hazardous" as defined by RSA 155-B and was ordered to demolish and remove the buildings from the lot within 30 days. See affidavit of David F. Albin annexed hereto.

4. That the building has not been demolished and continues to represent unsafe structures, a fire hazard, and a danger to public welfare and/or safety.

5. That the only practical and economically feasible method of correcting the hazardous conditions of the building is to demolish and remove it from the site.


6. That a reasonable time for compliance with the order hereinafter requested is thirty (30) days from the date of service of the order.

WHEREFORE the Petitioner prays that:

A. The Board of Mayor and Aldermen of the City of Manchester, New Hampshire make findings and issue an order, in the form attached hereto, requiring, Community Restoration Corporation, William Veiga III and Carolyn L. Veiga to correct the hazardous conditions existing by demolishing and removing the above-referenced building located at 178 Old Cohas Ave., Manchester, New Hampshire and fill any cellar holes.

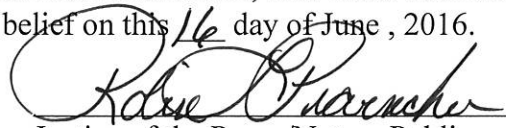
Respectfully submitted,

June 16 2016  
The State of New Hampshire  
Hillsborough County

  
\_\_\_\_\_  
Leon LaFreniere  
Director of the City of Manchester Planning  
and Community Development Department

Before, the undersigned officer, personally appeared Leon LaFreniere, who made oath that the foregoing is true to the best of his knowledge and belief on this 16 day of June, 2016.



  
\_\_\_\_\_  
Justice of the Peace/Notary Public

My commission expires: May 23, 2019



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

15 June 2016

Via: USPS

Community Restoration Corporation  
C/O Clear Spring Loan Services Inc.  
18451 Dallas Parkway 1<sup>st</sup> Floor Suite 100  
Dallas Texas, 75287

Re: 178 Old Cohas Ave. Manchester NH 03109  
Hillsborough NH County Registry of Deeds Book 7736 Page 2887

Dear Sir/Madam,

On 15 June 2016 an inspection was conducted at 178 Old Cohas Ave. to determine the extent of structural damage to the property and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural and fire damage to the roof, windows and structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the structure at 504 Candia Rd . You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,

David F. Albin  
Code Enforcement Supervisor



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

15 June 2016

Via: USPS

Estate Louise Veiga  
C/O Carolyn L. Veiga  
10917 Avendia Benjamin  
La Mesa CA 91941-7310

Re: 178 Old Cohas Ave.

Dear Ms. Veiga,

On 15 June 2016 an inspection was conducted at 178 Old Cohas Ave. to determine the extent of structural damage to the property and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural and fire damage to the roof, windows and structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the structure at 504 Candia Rd. You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,

David F. Albin  
Code Enforcement Supervisor

Cc: Peter Chiesa Esq., Assistant City Solicitor



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

15 June 2016

Via: USPS

Estate Louise Veiga  
C/O William Veiga III  
4246 E. Dublin St.  
Gilbert AZ 85295

Re: 178 Old Cohas Ave.

Dear Mr. Veiga,

On 15 June 2016 an inspection was conducted at 178 Old Cohas Ave. to determine the extent of structural damage to the property and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural and fire damage to the roof, windows and structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the structure at 504 Candia Rd. You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,

David F. Albin  
Code Enforcement Supervisor

Cc: Peter Chiesa Esq., Assistant City Solicitor

**CITY OF MANCHESTER, NEW HAMPSHIRE  
BOARD OF MAYOR AND ALDERMEN**

**Owner**

Estate of Louise Veiga

**Lienholders**

Manchester Water Works  
281 Lincoln Street  
Manchester, NH 03103-5093  
(Water Lien 2015-L-1318, HCRD Book 8793 Page 1504)

Community Restoration Corporation  
C/O Clear Spring Loan Services Inc.  
18451 Dallas Parkway, First Floor, Suite 100  
Dallas, TX 75287  
(Mortgage HCRD Book 7736 Page 2887)

A petition having been brought by the Director of the City of Manchester Planning and Community Development Department (a copy of which is attached hereto and incorporated herein) alleging that building located at 178 Old Cohas Ave., Manchester, New Hampshire is a fire hazard and a hazard to public safety within the meaning of N.H. RSA 155-B, that the building must be demolished and removed to abate those hazards and that , Community Restoration Corporation is the owner of that building, the Board of Mayor and Aldermen of the City of Manchester, New Hampshire hereby make the following findings and issues the following order:

**FINDINGS**

It is found that:

1. The building located at 178 Old Cohas Ave., Manchester, New Hampshire is a “hazardous building” within the meaning of RSA 155:B:1, II.
2. The building has significant holes, is structurally unsound, and is in a general state of dilapidation and decay.
3. The condition of the building is such that repair and rehabilitation is economically unfeasible.
4. That the owner of the building the estate of Louise Veiga.

**ORDER**

It is hereby ordered that the within named owner completely demolish and remove the building from the premises known as 178 Old Cohas Ave, Manchester, New Hampshire and shall fill any cellar or other hole no later than thirty (30) days from the date of service of this order.

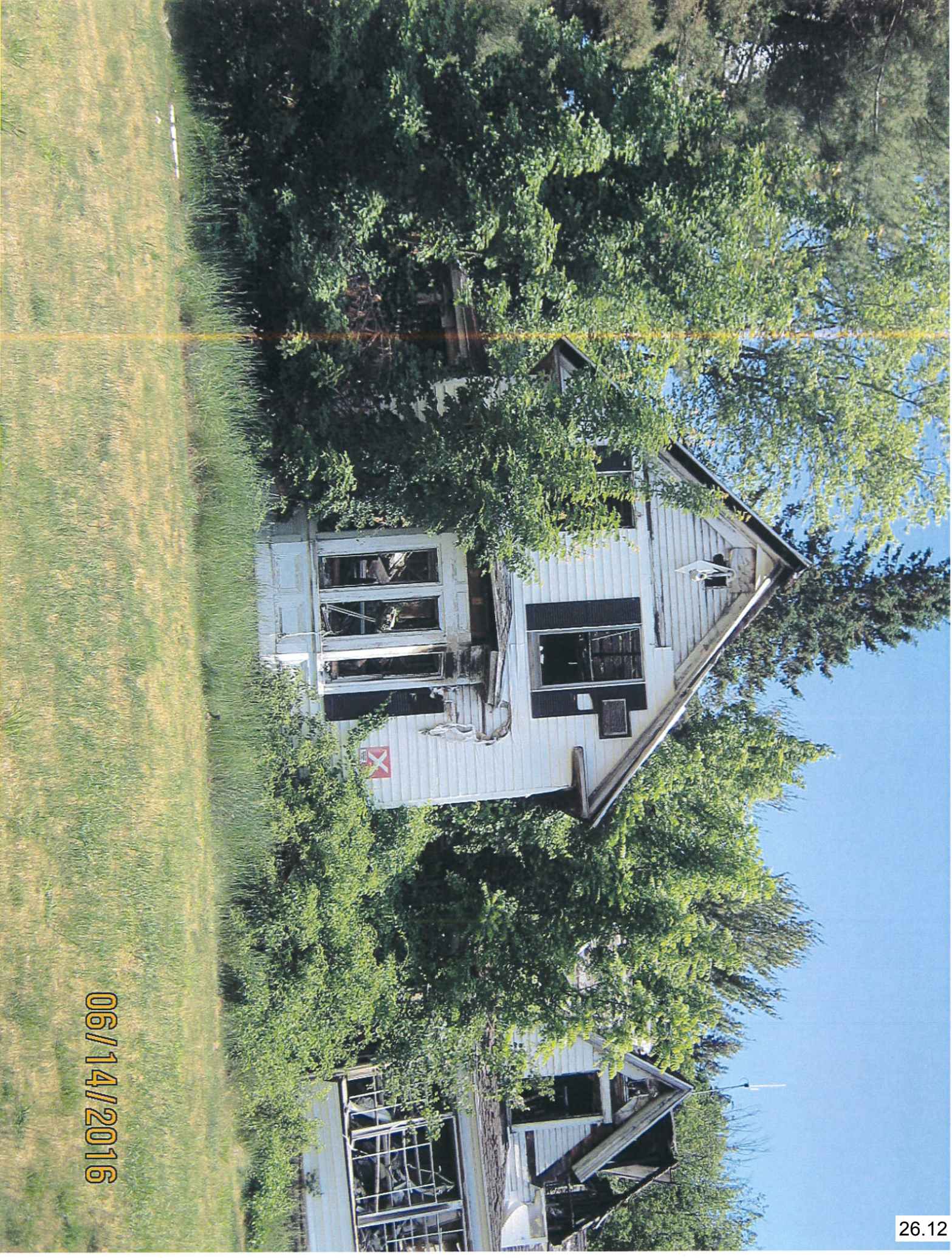
The demolition and removal, including the manner in which the site is left following the completion of the work, shall be accomplished in full compliance with all applicable codes and ordinances of the City of Manchester, New Hampshire.

### **ENFORCEMENT**

A motion for summary enforcement will be made to the 9<sup>th</sup> Circuit-District Division-Manchester unless this order is fully complied with or an answer is filed within the time specified by N.H. RSA 155-B:6. Any costs, attorney's fees, and expenses incurred by the City of Manchester in bringing the property into compliance may be enforced as a lien against the subject property and any other property owned by the same owner in the state pursuant to RSA 155-B:9.



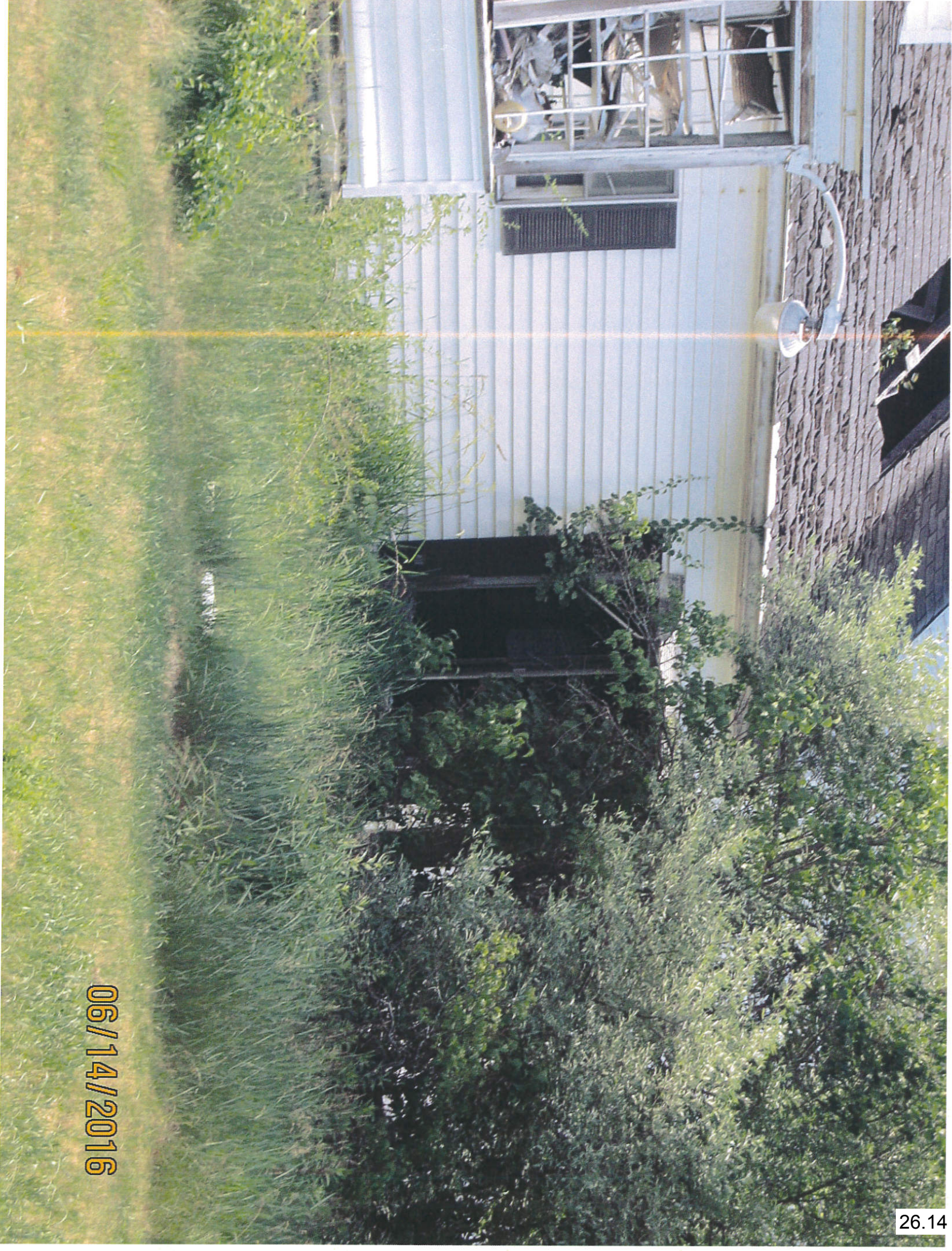
06/14/2016



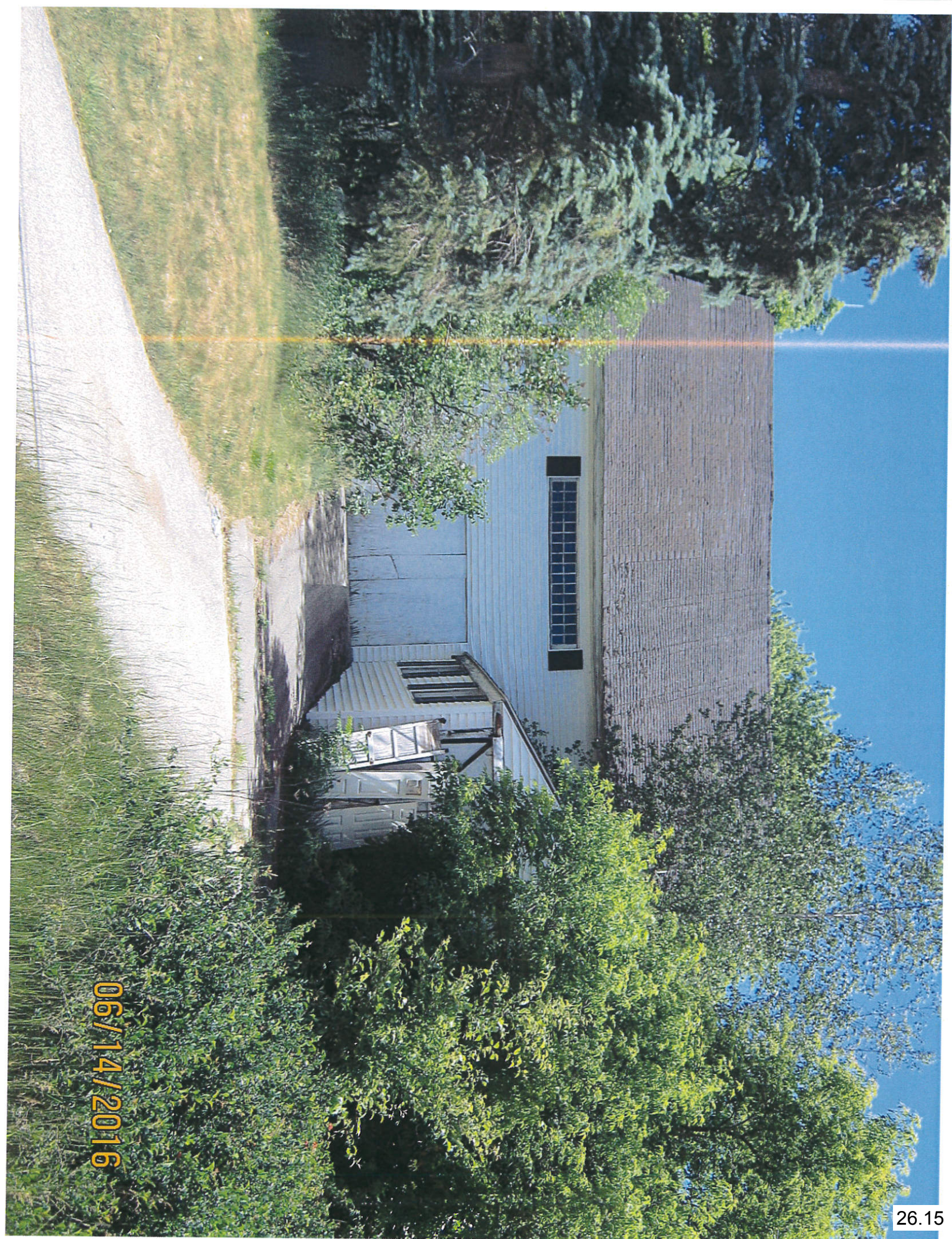
06/14/2016

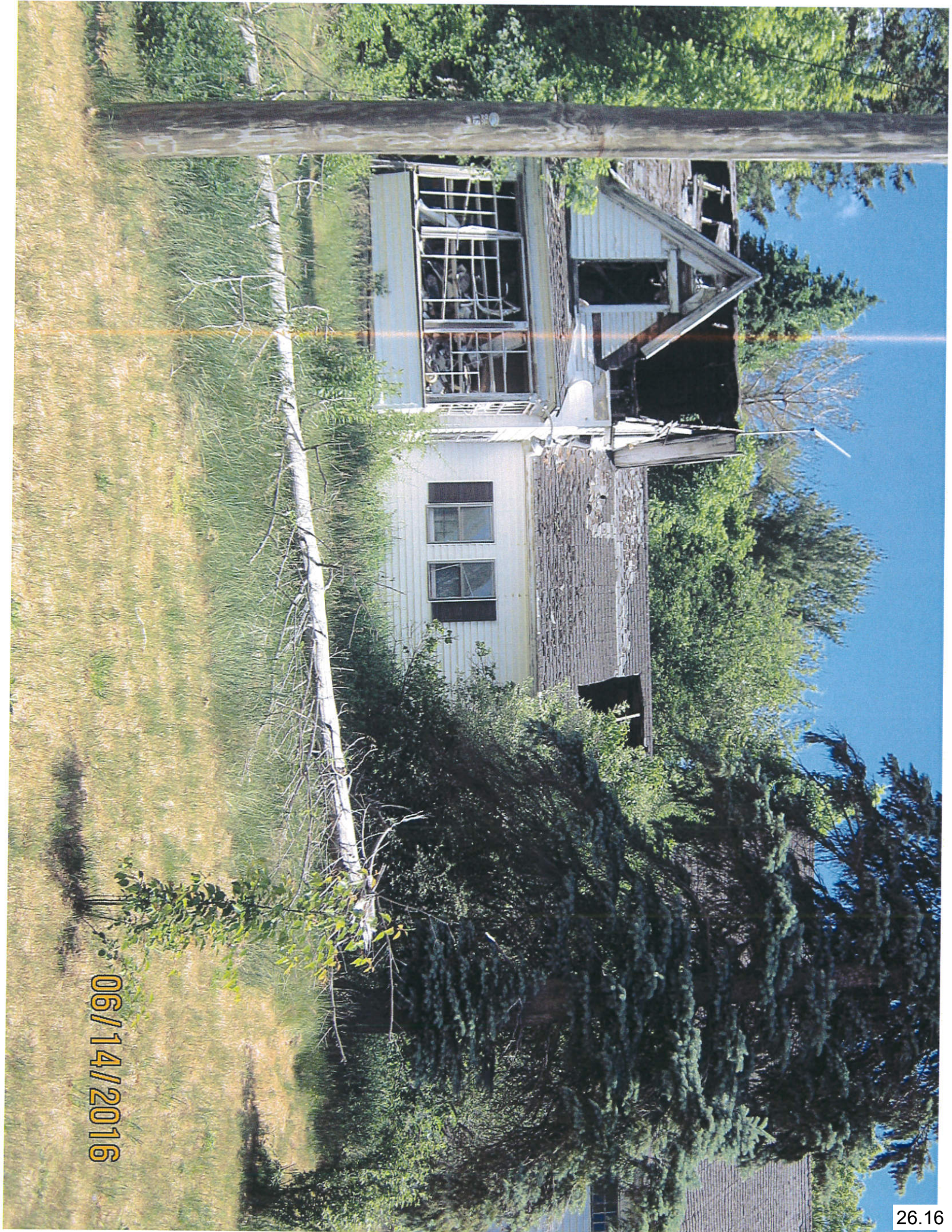


06/14/2016



06/14/2016





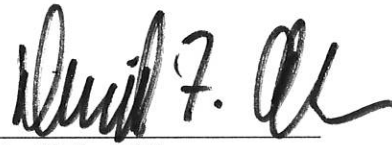
06/14/2016

## Affidavit

I, David F. Albin, of the City of Manchester Planning and Community Development Department, One City Hall Plaza, Manchester, NH 03101 having been duly sworn, upon my oath depose and say:

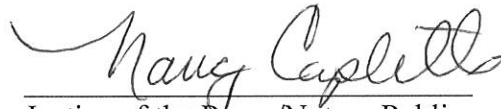
1. That I am currently employed as a Code Enforcement Supervisor at the City of Manchester Planning and Community Development Department and have held said position since 7 July 2008. Prior to my current position I was employed by the City of Manchester Fire Department for thirty two (32) years. During my tenure at the Fire Department I was assigned as the Deputy Chief /Fire Marshal for thirteen (13) years.
2. That as the Code Enforcement Supervisor, my duty is to police compliance with the provisions of the Zoning Ordinance of the City of Manchester, New Hampshire (hereinafter, the "Zoning Ordinance")
3. That I participated in the inspection of the property at 504 Candia Rd... Manchester, New Hampshire on or about 14 June 2016.
4. That on 1 June 2016 I observed the structural damage and debris as a result of a neglect and lack of maintenance. Additionally, on 14 June 2016 I observed further damage as a result of a fire at the building at 504 Candia Rd. Attached hereto are true and accurate copies of photographs depicting my observations on 14 June 2016.
5. That I determined that the building is unsafe, a fire hazard, a danger to human life and public welfare, a public nuisance and that appropriate measures should be taken immediately to demolish the structure.
6. That on 1 June 2016, I sent a letter to the Estate of Evelyn R. Bernier detailing my observations and findings and ordering them to remove the hazardous building within 10 days. A true and accurate copy of my letter is annexed hereto.
7. That as of the date of that affidavit the building has not been demolished and debris removed from the property.
8. That further your affiant sayeth not.

June 14, 2016  
The State of New Hampshire  
Hillsborough County



David F. Albin

Before the undersigned officer, personally appeared David F. Albin, who made this oath that the foregoing is true to the best of his knowledge and belief on this 15 day of June 2016.



Justice of the Peace/Notary Public

My commission expires: 5/23/19



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

1 June 2016

Via: USPS

Estate of Evelyn R. Bernier  
C/O Bonnie Bernier  
21 Parker St. #3  
Manchester, NH 03102

Re: 504 Candia Rd.

Dear Ms. Bernier,

On 1 June 2016 an inspection was conducted at 504 Candia Rd. to determine the extent of structural damage to the property and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural damage to the roof, windows and structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the structure at 504 Candia Rd. You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,

David F. Albin  
Code Enforcement Supervisor

Cc: Peter Chiesa Esq., Assistant City Solicitor

**Petition for Demolition and Removal of a Hazardous Building Located at  
504 Candia Rd., Manchester, New Hampshire**

NOW COMES Leon LaFreniere, Director of the City of Manchester Planning and Community Development Department, and respectfully represents:

1. That the Estate of Evelyn R. Bernier is the owner of record of the premises, consisting of land and building, located at and known as 504 Candia Rd, Manchester, County of Hillsborough, New Hampshire being more particularly bounded and described as follows:

A certain tract of land, with the building thereon, situated in Manchester, Hillsborough County, New Hampshire, bounded and described as follows, to wit:

Beginning the northeasterly corner of the intersection of Brennan Street, formerly Winthrop Avenue, and Candia Rd; hence northerly by said Brennan Street one hundred five and 46/100 (105.46) feet to land of the estate of Daniel F. Cronin; hence southerly by land of the Estate of Daniel F. Cronin ninety-five (95) feet to land of Cecile M. St. Hilaire; thence southerly by land of Cecile M. St. Hilaire ninety-two (92) feet, more or less, to said Candia Road.; thence westerly by said Candia Road ninety-six (96) feet to the point of beginning; being known as Lot No. 3 and westerly part of Lot No. 4, as shown on a plan of lots of land in Manchester, Laid out for Daniel F. Cronin by Dudley and Sawyer, C.E. in 1912 and filed in the Hillsborough County Registry of Deeds as Plan #308; being the same premises conveyed to the grantors by deed of Gertrude O. Briggs, dated October 6, 1953, and recorded in Volume 1369, Page 451 of the Hillsborough County Registry of Deeds.

2. That an inspection of the property was conducted by members of the City of Manchester Planning and Community Development Department on 1 June 2016. As a result of that inspection and subsequent inspections, David F. Albin, Code Enforcement Supervisor for the City of Manchester Planning and Community Development Department, determined that the remainder of the building was unsafe, a fire hazard, a danger to human life and public welfare, and a public nuisance requiring immediate demolition and cleanup of debris.

3. That by letter from David F. Albin dated 1 June 2016, the estate of Evelyn R. Bernier was notified that the building in question is unsafe, a danger to human life, a fire hazard, "hazardous" as defined by RSA 155-B and was ordered to demolish and remove the buildings from the lot within 30 days. See affidavit of David F. Albin annexed hereto.

4. That the building has not been demolished and continues to represent unsafe structures, a fire hazard, and a danger to public welfare and/or safety.

5. That the only practical and economically feasible method of correcting the hazardous conditions of the building is to demolish and remove it from the site.

6. That a reasonable time for compliance with the order hereinafter requested is thirty (30) days from the date of service of the order.

WHEREFORE the Petitioner prays that:

A. The Board of Mayor and Aldermen of the City of Manchester, New Hampshire make findings and issue an order, in the form attached hereto, requiring the Estate of Evelyn R. Bernier to correct the hazardous conditions existing by demolishing and removing the above-referenced building located at 504 Candia Rd., Manchester, New Hampshire and fill any cellar holes.

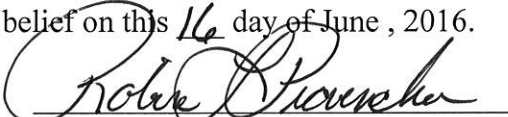
Respectfully submitted,



Leon LaFreniere  
Director of the City of Manchester Planning  
and Community Development Department

June 16, 2016  
The State of New Hampshire  
Hillsborough County

Before, the undersigned officer, personally appeared Leon LaFreniere, who made oath that the foregoing is true to the best of his knowledge and belief on this 16 day of June, 2016.

  
Justice of the Peace/Notary Public

My commission expires: MAY 23, 2019

**CITY OF MANCHESTER, NEW HAMPSHIRE  
BOARD OF MAYOR AND ALDERMEN**

**Owner**

Estate of Evelyn R. Bernier  
C/O Bonnie Bernier  
21 Parker St. #3  
Manchester, NH 03102

**Lienholders**

Manchester Water Works  
281 Lincoln Street  
Manchester, NH 03103-5093  
(Water Lien 2015-L-1318, HCRD Book 8793 Page 1504)

Tax Collector, City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101  
(Tax Lien 0473-0021, HCRD Book 8854 Page 0541)

A petition having been brought by the Director of the City of Manchester Planning and Community Development Department (a copy of which is attached hereto and incorporated herein) alleging that building located at 504 Candia Rd., Manchester, New Hampshire is a fire hazard and a hazard to public safety within the meaning of N.H. RSA 155-B, that the building must be demolished and removed to abate those hazards and that the Estate of Evelyn R. Bernier is the owner of that building, the Board of Mayor and Aldermen of the City of Manchester, New Hampshire hereby make the following findings and issues the following order:

**FINDINGS**

It is found that:

1. The building located at 504 Candia Rd., Manchester, New Hampshire is a “hazardous building” within the meaning of RSA 155:B:1, II.
2. The building has significant holes, is structurally unsound, and is in a general state of dilapidation and decay.
3. The condition of the building is such that repair and rehabilitation is economically unfeasible.
4. That the owner of the building is the Estate of Evelyn R. Bernier

## **ORDER**

It is hereby ordered that the within named owner completely demolish and remove the building from the premises known as 504 Candia Rd, Manchester, New Hampshire and shall fill any cellar or other hole no later than thirty (30) days from the date of service of this order.

The demolition and removal, including the manner in which the site is left following the completion of the work, shall be accomplished in full compliance with all applicable codes and ordinances of the City of Manchester, New Hampshire.

## **ENFORCEMENT**

A motion for summary enforcement will be made to the 9<sup>th</sup> Circuit-District Division-Manchester unless this order is fully complied with or an answer is filed within the time specified by N.H. RSA 155-B:6. Any costs, attorney's fees, and expenses incurred by the City of Manchester in bringing the property into compliance may be enforced as a lien against the subject property and any other property owned by the same owner in the state pursuant to RSA 155-B:9.



06/14/2016



06/14/2016



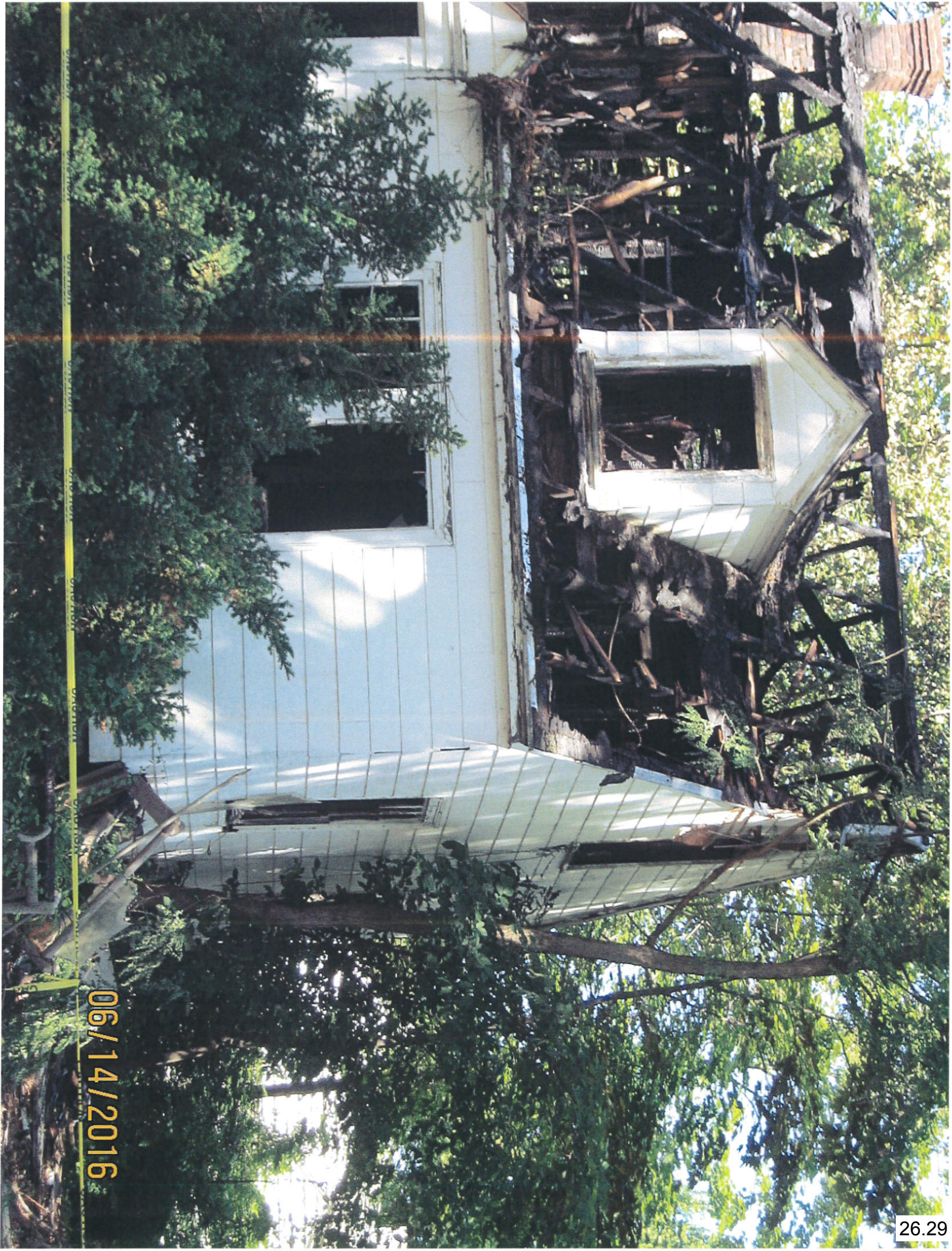
06/14/2016



06/14/2016

06/14/2016





06/14/2016



06/14/2016

## Affidavit

I, David F. Albin, of the City of Manchester Planning and Community Development Department, One City Hall Plaza, Manchester, NH 03101 having been duly sworn, upon my oath depose and say:

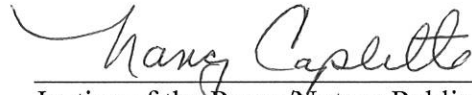
1. That I am currently employed as a Code Enforcement Supervisor at the City of Manchester Planning and Community Development Department and have held said position since 7 July 2008. Prior to my current position I was employed by the City of Manchester Fire Department for thirty two (32) years. During my tenure at the Fire Department I was assigned as the Deputy Chief /Fire Marshal for thirteen (13) years.
2. That as the Code Enforcement Supervisor, my duty is to police compliance with the provisions of the Zoning Ordinance of the City of Manchester, New Hampshire (hereinafter, the "Zoning Ordinance")
3. That I participated in the inspection of the property at 250 Dunbar St. Manchester, New Hampshire on or about 4 February 2016.
4. That on 4 February 2016 I observed the structural damage to the garage and debris surrounding the garage at 250 Dunbar St. Attached hereto are true and accurate copies of photographs depicting my observations on 4 February 2016.
5. That I determined that the building is unsafe, a fire hazard, a danger to human life and public welfare, a public nuisance and that appropriate measures should be taken immediately to demolish the structure.
6. That on 5 February 2016, I sent a letter to Normand Savoie detailing my observations and findings and ordering them to remove the hazardous building within 10 days. A true and accurate copy of my letter is annexed hereto.
7. That on 25 May 2016, I sent a second letter to Normand Savoie detailing my observations and findings and ordering them to remove the hazardous building.
8. That as of the date of that affidavit the building has not been demolished and debris removed from the property.
9. That further your affiant sayeth not.

Hillsborough County

  
David F. Albin

Before the undersigned officer, personally appeared David F. Albin, who made this oath that the foregoing is true to the best of his knowledge and belief on this 15 day of June 2016.



  
Justice of the Peace/Notary Public  
My commission expires: 5/23/19



**City of Manchester, NH**  
Planning & Community Development  
One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6475 Fax: (603) 624-6324

## **VIOLATION NOTICE AND ORDER**

February 5, 2016

NORMAND SAVOIE  
250 DUNBAR ST  
MANCHESTER, NH 031037377

RE: 250 Dunbar St.

CASE NUMBER: 16-00000283

Dear Sir or Madam:

An inspection of the above referenced property on 2-4-16 @ 1520 hrs. revealed the Zoning Ordinance (ZO) violation(s) noted below. Please be advised that 250 Dunbar St. is located in the R-1B Zoning District of the City of Manchester.

### **Violation Description**

150.023 (b)(h)Public Nuisances – All premises shall be maintained free of public nuisances.

(b) Any physical condition, use or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including but not limited to abandoned walls, shafts, basements, excavations and unsafe fences or structures.

(h) Any structure or building that is in a state of dilapidation or decay; damaged by fire to the extent as not to provide shelter, in danger of collapse or failure and is dangerous to anyone near on or near the premises.

### **Violation Text**

Therefore you are in violation and are hereby ordered to remove and properly dispose of the collapsed shed on your property by 15 February 2016.

Failure to comply with this notice of violation and order will result in the City taking such action as it deems appropriate to address the violations with citations being one option. A citation may be issued for each day that a violation exists. If the violation is not corrected, subsequent offenses carry increased penalties.

Under Article 14 of the Zoning Ordinance for the City of Manchester please be aware you also have the option of appealing to the Zoning Board of Adjustment.

If you have any questions do not hesitate to contact this office.

Sincerely,

DAVID ALBIN  
Code Enforcement Supervisor

Email: [Building@ManchesterNH.gov](mailto:Building@ManchesterNH.gov)  
Web: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

25 May 2016

Via: USPS

Normand Savoie  
PO Box 265  
Meredith, NH 03253

Re: Garage/accessory structure @ 250 Dunbar St.

Dear Mr. Savoie,

Following the automobile accident at the above referenced address, an inspection of the premises was made on 4 February 2016 to determine the extent of the damage and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural damage to the interior and exterior structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the garage/accessory structure at 250 Dunbar St. You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,

David F. Albin  
Code Enforcement Supervisor

Cc: Peter Chiesa Esq., Assistant City Solicitor



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry P.E. Esq.  
Deputy Director Building Regulations

25 May 2016

Via: USPS

Normand Savoie  
250 Dunbar St.  
Manchester, NH 03103

Re: Garage/accessory structure @ 250 Dunbar St.

Dear Mr. Savoie,

Following the automobile accident at the above referenced address, an inspection of the premises was made on 4 February 2016 to determine the extent of the damage and what steps need to be taken to ensure public safety.

It is the opinion of this department that, due to the extensive structural damage to the interior and exterior structural components, the building is unstable and unsecured, and is therefore deemed to be a public nuisance and an unsafe condition.

Pursuant to Sections 150.023 of the Code of City Ordinances and Section 115 of the International Building Code (2000 ed.) and the Building Code of the City of Manchester you are hereby ordered to demolish the garage/accessory structure at 250 Dunbar St. You must undertake to accomplish this immediately, as exposure to the weather will further deteriorate the structure and impose additional stresses.

Please respond to this office immediately indicating your acceptance or rejection of the terms of this order. We will need to have a timetable or estimated date for completion of the demolition. If we do not receive your written response within five days of receipt of this letter, we will petition the court for injunctive relief pursuant to RSA 155:B.

We are ready and willing to assist you in getting estimates and obtaining permits for this work. Feel free to call with questions or requests for assistance.

Sincerely,  


David F. Albin  
Code Enforcement Supervisor

Cc: Peter Chiesa Esq., Assistant City Solicitor

**Petition for Demolition and Removal of a Hazardous Building Located at  
250 Dunbar St., Manchester, New Hampshire**

NOW COMES Leon LaFreniere, Director of the City of Manchester Planning and Community Development Department, and respectfully represents:

1. That Normand Savoie is the owner of record of the premises, consisting of land and buildings, located at and known as 250 Dunbar St, Manchester, County of Hillsborough, New Hampshire being more particularly bounded and described as follows:

A tract of land, with the buildings thereon, situated in Manchester, Hillsborough County, New Hampshire, bounded and described as follows, to wit:

Beginning on the westerly side of Dunbar Street at the northeast corner of Lot No. 432; thence northerly by said street sixty-nine (69) feet; thence westerly by land of owner unknown 63 feet, more or less, to the Merrimack River thence southerly by the river 55.6 feet; more or less, thence northerly by Lot No. 432, 71 feet, more or less, to the point of beginning.

Said premises are known as Lots No. 433, 434, and 435, as shown on a plan of Riverview, made by John T. Desmond, C.E. dated August 1899 and filed in the Hillsborough County Registry of Deeds as Plan #306.

Meaning and intending to convey the same premises conveyed to Roger Savoie by Warranty Deed of George W. Cote, dated June 10, 1974 and recorded at the Hillsborough County Registry of Deeds at Volume 2359, Page 565.

2. That following an automobile accident, an inspection of the property was conducted by members of the City of Manchester Planning and Community Development Department on February 5, 2016. As a result of that inspection and subsequent inspections, David F. Albin, Code Enforcement Supervisor for the City of Manchester Planning and Community Development Department, determined that the remainder of the garage was unsafe, a fire hazard, a danger to human life and public welfare, and a public nuisance requiring immediate demolition and clean-up of debris. A Code enforcement notice and order was mailed to Mr. Savoie on 5 February 2016 notifying him of the results of the aforementioned inspection.

3. That by letter from David F. Albin dated 25 May 2016 was notified that the building in question are unsafe, a danger to human life, a fire hazard, "hazardous" as defined by RSA 155-B and was ordered to demolish and remove the buildings from the lot within 30 days. See affidavit of David F. Albin annexed hereto.

4. That the building has not been demolished and continues to represent unsafe structures, a fire hazard, and a danger to public welfare and/or safety.

5. That the only practical and economically feasible method of correcting the hazardous conditions of the building is to demolish and remove it from the site.


6. That a reasonable time for compliance with the order hereinafter requested is thirty (30) days from the date of service of the order.

WHEREFORE the Petitioner prays that:

A. The Board of Mayor and Aldermen of the City of Manchester, New Hampshire make findings and issue an order, in the form attached hereto, requiring Normand Savoie to correct the hazardous conditions existing by demolishing and removing the above-referenced building located at 250 Dunbar St., Manchester, New Hampshire.

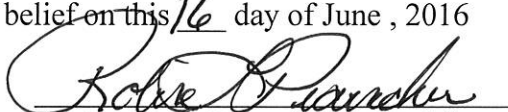
Respectfully submitted,

June 16, 2016  
The State of New Hampshire  
Hillsborough County

  
Leon LaFreniere  
Director of the City of Manchester Planning  
and Community Development Department

Before, the undersigned officer, personally appeared Leon LaFreniere, who made oath that the foregoing is true to the best of his knowledge and belief on this 16 day of June, 2016



  
Justice of the Peace/Notary Public

My commission expires: May 23, 2019

**CITY OF MANCHESTER, NEW HAMPSHIRE  
BOARD OF MAYOR AND ALDERMEN**

**Owner**

Normand Savoie  
250 Dunbar St.  
Manchester, NH 03103

**Lienholders**

Manchester Water Works  
281 Lincoln Street  
Manchester, NH 03103-5093  
(Water Lien 2016-L-1419, HCRD Book 8855 Page 2660)

Tax Collector, City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101  
(Tax Lien 0442-0014, HCRD Book 8854 Page 0598)

CitiFinancial Servicing LLC  
D/B/A CitiFinancial  
300 St. Paul Place Legal Dept. 17<sup>th</sup> Floor  
Baltimore, MD 21202  
(Mortgage HCRD Book 8850 Page 1030)

A petition having been brought by the Director of the City of Manchester Planning and Community Development Department (a copy of which is attached hereto and incorporated herein) alleging that building located at 203 Mammoth Rd., Manchester, New Hampshire is a fire hazard and a hazard to public safety within the meaning of N.H. RSA 155-B, that the building must be demolished and removed to abate those hazards and that Normand Savoie is the owner of that building, the Board of Mayor and Aldermen of the City of Manchester, New Hampshire hereby make the following findings and issues the following order:

**FINDINGS**

It is found that:

1. The garage located at 250 Dunbar St., Manchester, New Hampshire is a “hazardous building” within the meaning of RSA 155:B:1, II.
2. The building has significant holes, is structurally unsound, and is in a general state of dilapidation and decay.

3. The condition of the garage is such that repair and rehabilitation is economically unfeasible.
4. That the owner of the building is the Normand Savoie.

### **ORDER**

It is hereby ordered that the within named owner completely demolish and remove the building from the premises known as 250 Dunbar St., Manchester, New Hampshire and shall fill any cellar or other hole no later than thirty (30) days from the date of service of this order.

The demolition and removal, including the manner in which the site is left following the completion of the work, shall be accomplished in full compliance with all applicable codes and ordinances of the City of Manchester, New Hampshire.

### **ENFORCEMENT**

A motion for summary enforcement will be made to the 9<sup>th</sup> Circuit-District Division-Manchester unless this order is fully complied with or an answer is filed within the time specified by N.H. RSA 155-B:6. Any costs, attorney's fees, and expenses incurred by the City of Manchester in bringing the property into compliance may be enforced as a lien against the subject property and any other property owned by the same owner in the state pursuant to RSA 155-B:9.



02/04/2016





06/14/2016

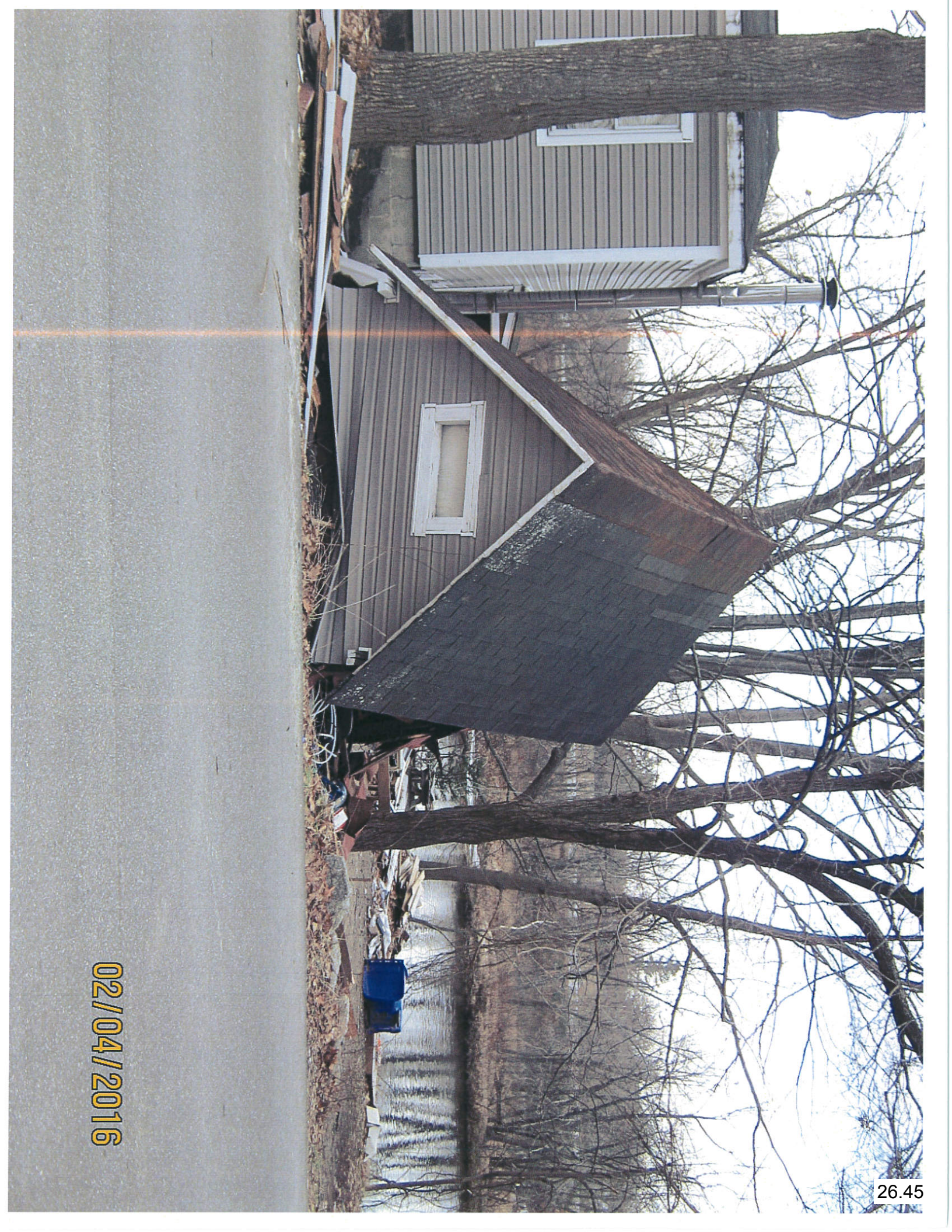


06/14/2016

06/14/2016



02/04/2016





02/04/2016

## Tentative Agreement

Police Department Support Staff/Teamsters Local 633

And

The City of Manchester

The undersigned representatives of the Police Department Support Staff/Teamsters Local 633 and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016- June 30, 2017.
2. No COLA for the one year term of the contract.
3. Merit steps and longevity steps will be granted from July 1, 2016-June 30 2017.

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For the Union  
Kevin Foley, Business Agent

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For the City of Manchester  
Daniel Cocuzzo, Chief Negotiator

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Gregory Murphy, Shop Steward

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Alderman

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Hugh Mallett, Team member

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Alderman

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Rich Bourgeois, Team Member

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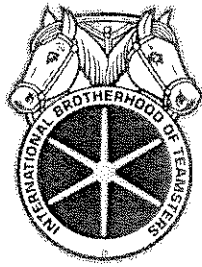
Carlo Capano  
Assistant Chief of Police

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Date

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Date

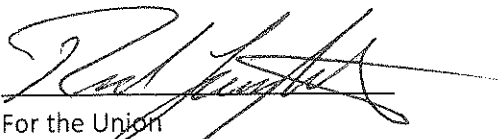



## Tentative Agreement


Manchester City Library Department Staff/Teamsters Local 633  
And  
The City of Manchester

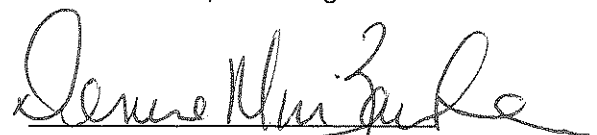
The undersigned representatives of the Manchester City Library Staff/Teamsters Local 633  
and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016- June 30, 2017.
2. No COLA for the one year term of the contract.
3. Merit steps and longevity steps will be granted from July 1, 2016-June 30 2017.

  
For the Union  
Rick Laughton

  
Debra Young, Shop Steward

  
For the City of Manchester  
Daniel Cocuzzo, Chief Negotiator

  
Denise VanZanten, Library Director

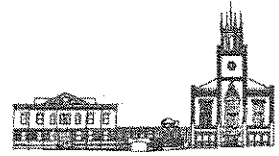
\_\_\_\_\_  
6/13/16  
Date

\_\_\_\_\_  
6/13/16  
Date



## CITY OF MANCHESTER

### Economic Development Office



June 20, 2016

Honorable Board of Mayor and Aldermen  
c/o Matt Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: Comprehensive Economic Development (CEDS) Grant Application

Dear Mayor and Aldermen,

Please see the attached letter from the Southern New Hampshire Planning Commission (SNHPC) requesting Manchester's participation in a regional Comprehensive Economic Development plan. Manchester last conducted its own CEDS in 2009. In conversations with officials from the federal Economic Development Administration (EDA), we have learned that the EDA will not accept a CEDS plan from a lone community and instead requires regional applications. By joining other communities in this application, we both lower the costs of completing this process and avail the city to millions of dollars in possible federal grant opportunities for economic development and public infrastructure projects. MEDO is able to absorb the modest cost of participation. A representative from the SNHPC will be in attendance at the meeting of the Board of Mayor and Aldermen should you have questions about the CEDS process and Manchester's possible participation.

Respectfully,

  
William Craig  
Economic Development Director



## Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350

[www.snhpc.org](http://www.snhpc.org)

# MEMORANDUM

**TO:** Will Craig, Economic Development Director, City of Manchester

**FROM:** David J. Preece, AICP, Executive Director, 669-4664, [dpreece@snhpc.org](mailto:dpreece@snhpc.org)

**CC:** Dan O'Neil, Alderman at Large; Patrick Long, Alderman Ward 3

**DATE:** May 13, 2016

**RE:** Comprehensive Economic Development (CEDS) Grant Application

The purpose of this Memo is to seek the City of Manchester's participation in the Central/Southern Comprehensive Economic Development (CEDS) Plan Update currently being proposed. The U.S. Department of Commerce, Economic Development Administration (EDA) sponsors the CEDS planning process and encourages municipalities to participate.

Participation in the Central/Southern CEDS Plan would enable the City of Manchester to apply for EDA funding without having to prepare a CEDS Plan for the City. It is our understanding that the last CEDS Plan prepared for Manchester in 2011 cost the City approximately \$ 110,000, with the City portion being \$ 55,000. Previous CEDS Plans prepared by the City allowed the City to apply for and obtain EDA funding in support of economic development and infrastructure, such as the Verizon Wireless Arena.

If the Central/Southern CEDS Plan Update grant application is approved, the City of Manchester's commitment toward the match requirement would be \$2,500 cash. We anticipate the EDA to make a decision on this grant application very soon.

The City's participation in the Central/Southern CEDS would also help to establish for the first time an Economic Development District (EDD) between Concord and Manchester along the I-93 corridor in the heart and most populated region of the state. There are currently three Economic Development Districts in NH. These include: the North Country Council; the Rockingham Economic Development Center; and the Strafford Economic Development District.

One of the key EDA grant programs that could directly benefit the City of Manchester upon participating in the Central/Southern CEDS Plan Update is the FY 2016 Public Works and Economic Adjustment Assistance program. Awards under this program are made up to \$3 Million for various public infrastructure projects including, for example, water and sewer improvements, public parking garages, broadband improvements as well as other types of local economic development projects designed to promote economic growth and create jobs.

Alan Bingham, EDA's New England representative can assist the City of Manchester in matching local needs with available funding. He can be reached at: 215-316-2965 and at [alan.b.bingham@eda.gov](mailto:alan.b.bingham@eda.gov). A summary of current EDA awards across the country can be found at: <https://www.eda.gov/grants/>

Please let me know if you require any further information on this subject.

Thank you.



June 20, 2016

Mr. William Sanders  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: Contract for Purchase and Sale  
Bedford Lot

Dear Mr. Sanders:

Attached is a copy of a term sheet concerning parking for the proposed Hyatt Place project and a graphic depiction of a concept to provide 250 spaces in the Bedford Lot.

We have been working with staff since late last year to finalize a parking lease as required under the Purchase and Sale Agreement currently in force. The agreement anticipates that the City will receive notice from us when the hotel is 90 days away from completion, and then the City is required to construct the parking on the Bedford Lot remaining area to provide the 60 exclusive spaces and 60 overflow spaces in time for the hotel to open. The purchaser has no payment obligation under the agreement for the construction of this parking.

Recently we completed the negotiations on the lease and were prepared to bring it to the BMA, but we have come across what we believe to be a better alternative to the plan contemplated in the current agreement. Some of this was revealed to us as we considered options for the Parking Assessment District. We discovered that we can construct a single level of parking over the Bedford Lot to accommodate all the hotel's parking needs while again avoiding the CSO line, plus construct surface parking for the City that will add to the Millyard Parking Supply.

The highlights of the proposal are:

- A total of 250+ spaces are created, 83 on the upper level for the hotel
- We are prepared to fix the costs to the City at \$750,000
- We are offering the City a payment of \$150,000 for the air rights
- We will pay all operating and maintenance costs of the elevated deck
- We will file for site plan approval within 60 days of execution of an agreement

We look forward to continued input from staff and further guidance from the Mayor and Aldermen this coming Tuesday.

Sincerely,  
LANSING MELBOURNE GROUP, LLC

Peter Flotz  
Managing Member



2420 E. Sunrise Blvd. #90  
Fort Lauderdale, FL 33304

C: (321) 917-6048  
O: (954) 990-7510

Website: [lansingmelbournegroup.com](http://lansingmelbournegroup.com)  
Email: [Clay@LMGroup.us](mailto:Clay@LMGroup.us)



## **Bedford Lot Parking Facility Term Sheet**

---

### **Concept:**

**Construct approximately 250 parking spaces on the existing Bedford Lot (after the hotel parcel is removed) and existing Bedford Street Right of Way. Maintain a fair and equitable allocation of costs so that Bedford Lot Ventures, LLC (hotel) bears its burden for an elevated deck (80+ cars) to serve the majority of its needs and the City fixes its costs to rebuild the surface parking lot (as envisioned under the current PSA) and minimize impacts to existing Millyard users.**

### **Terms:**

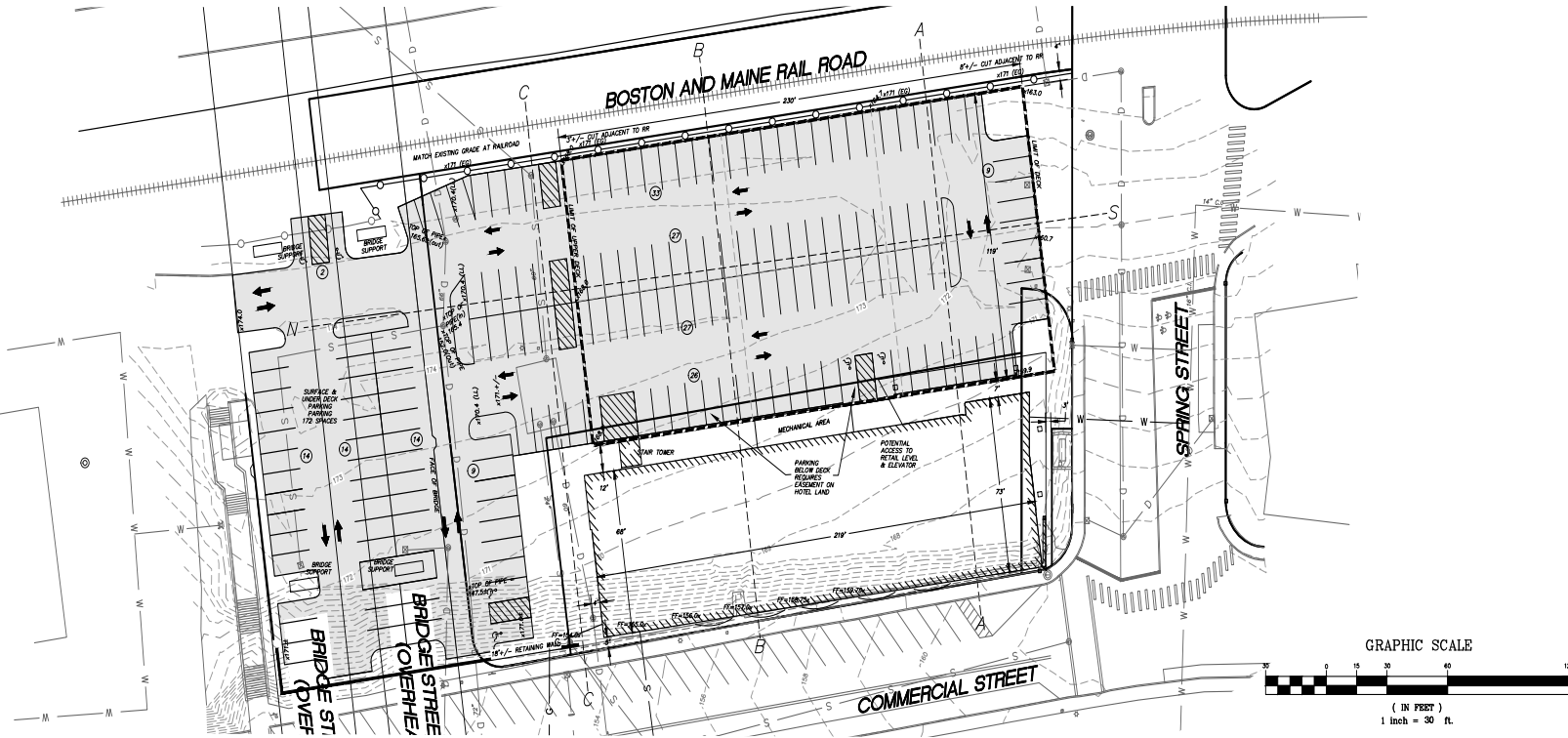
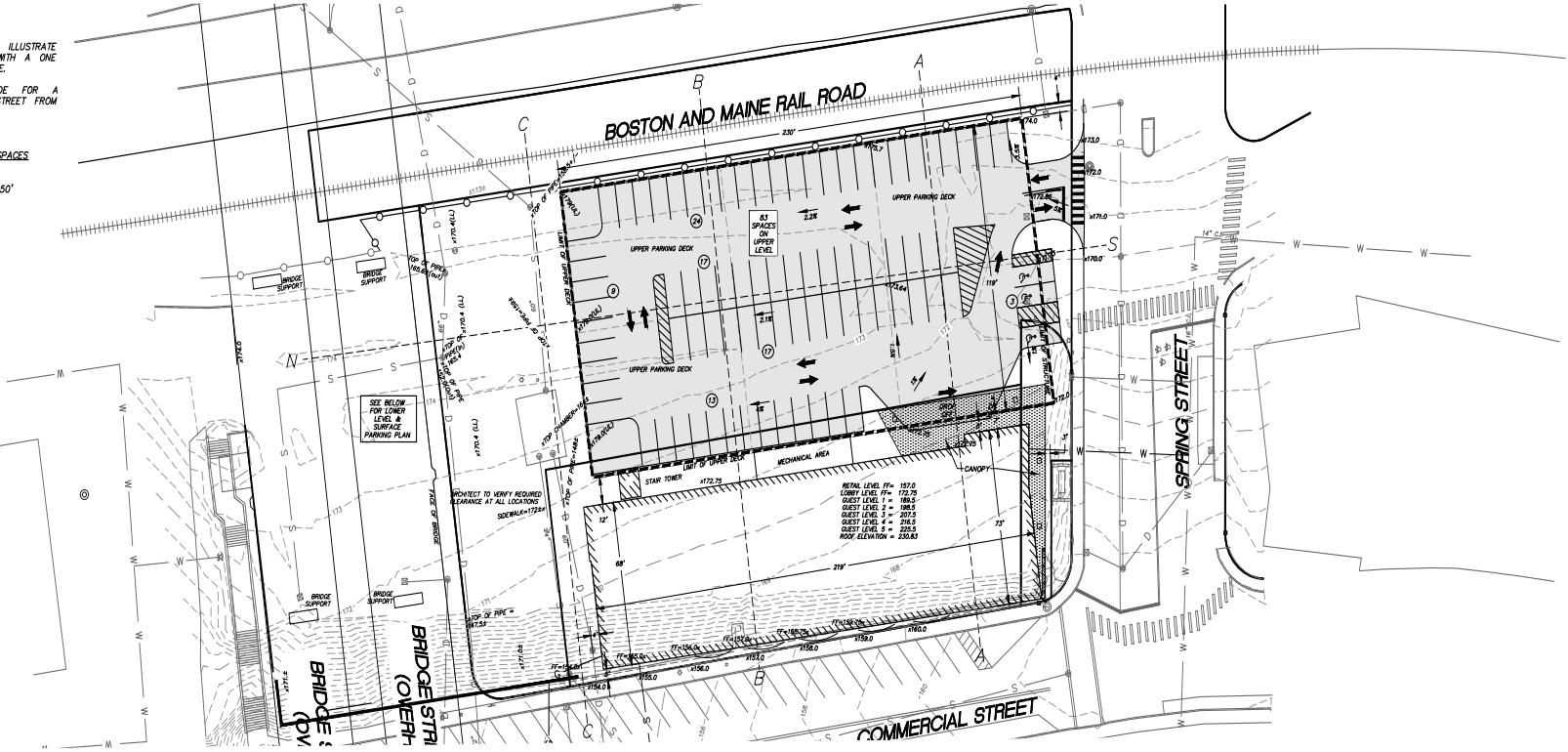
- 1. Under the Parking Development Agreement City will be responsible for cost of surface parking (\$750,000) and BLV will be responsible for rest of costs. The City will make progress payments of 10% at land closing, 30% at construction start (issuance of building permit) and then 10% monthly for the next six months.**
- 2. Per the Parking Development Agreement construction of the parking project will be in three phases: first, the north portion of the lot under the bridge to accommodate existing demand, second, the surface parking east of the hotel, including the retaining wall along the railroad, and third, the elevated deck.**
- 3. Purchase and Sale Agreement between Bedford Lot Venture, LLC and City of Manchester is changed by:**
  - a. The Parking Lease is changed to 99 year air rights lease and a blanket easement for stairs and utilities; BLV will pay City \$150,000 for such lease and rights.**
  - b. Closing is changed to six months after air rights lease is concluded and executed by all parties. (Assumes City votes to discontinue Bedford Street on June 28, 2016 and there are no appeals and City allows site plan and subdivision approvals to be processed during appeal period)**
  - c. City obligations to provide parking or construct the Bedford Lot are eliminated from the agreement.**



# NOTES:

1. THE PURPOSE OF THIS PLAN IS TO ILLUSTRATE PROPOSED SURFACE PARKING DECK WITH A ONE LEVEL PARKING STRUCTURE BELOW GRADE.
2. THIS CONCEPT DOES NOT PROVIDE FOR A CONNECTION THROUGH TO BEDFORD STREET FROM SPRING STREET
3. PARKING COUNT  
UPPER DECK = 83 SPACES  
SURFACE & LOWER LEVEL = 175 SPACES  
TOTAL SPACES = 258 SPACES

EXISTING PARKING ON LOT - AROUND 140-150'



| NO. | DATE    | DESIGN                                     | CHECKED | APPROVED |
|-----|---------|--------------------------------------------|---------|----------|
| 3   | 6-13-16 | REVISED ENTRANCE LOCATION TO RAISE DECK EL |         |          |
| 2   | 9-29-15 | REVISED DECK TO AVOID CSO                  |         |          |
| 1   | 9-17-15 | REVISED ISLAND & SLOPE OF DECK             |         |          |
| NO. | DATE    | DESIGN                                     | CHECKED | APPROVED |
| 1   | 9-17-15 | NO CHANGE                                  | BAF     | BAF      |



PLANS UNDER DESIGN  
DEVELOPMENT.  
ISSUED FOR INTERIM  
REVIEW ONLY; NOT  
FOR CONSTRUCTION

CLIENT:  
**BEDFORD LOT  
VENTURE, LLC**  
2420 E. SUNRISE BLVD, #90  
FT LAUDERDALE, FL 33304

TAX MAP 900 LOTS 7 & 9  
HYATT PLACE - MILLYARD  
N. BEDFORD ST  
MANCHESTER, NH  
GARAGE CONCEPT  
PLAN #14

|                    |                    |
|--------------------|--------------------|
| SCALE:<br>1"=30'   | JOB NO.<br>15-0229 |
| DATE:<br>AUG, 2015 | DWG.<br>GC14A      |



June 20, 2016

Mr. William Sanders  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: Parking Assessment District  
Second Presentation to BMA

Dear Mr. Sanders:

Attached is a copy of our second presentation on the Parking Assessment District for the Millyard in Powerpoint format for your distribution in advance of our attendance at the BMA meeting on June 28<sup>h</sup>. This is the next in a series of presentations we will make as part of our agreement executed last December.

We have held our stakeholder meetings, prepared a draft of an assessment district methodology and constructed a model to determine the assessment amounts to support various investment amounts.

We look forward to continued input from staff and further guidance from the Mayor and Aldermen this coming Tuesday.

Sincerely,  
LANSING MELBOURNE GROUP, LLC

A handwritten signature in black ink, appearing to read 'Peter Flotz', is written over a white background.

Peter Flotz  
Managing Member



2805 E. Oakland Park Blvd.  
#185  
Fort Lauderdale, FL  
33306

C: (321) 302-2930  
O: (954) 990-7510

Website: [www.lansingmelbourne.com](http://www.lansingmelbourne.com)  
Email: [pflotz@LMGroup.us](mailto:pflotz@LMGroup.us)

WORKING DRAFT

# Parking Assessment District PLAN DOCUMENT

Prepared by  
Lansing Melbourne Group, LLC  
May 2016

Prepared for  
City of Manchester

## **Parking Assessment Methodology**

In its initial presentation to the BMA and subsequently to stakeholders, LMG identified two possible paths to implementation under New Hampshire law and recommended RSA 231, which provides for a specific method and requires no approval by property owners in the district. The following outlines the sections of the law that guide the assessment methodology and discussed their relation to the financial model that was developed for this report.

The basic method is similar to that which is developed for any assessment model: a need is identified, a solution is proposed, the cost to implement the solution to meet that need is estimated, and those deriving benefit from that solution are assessed based on the benefit they receive. The law further specifies that debt service can be paid rather than a lump sum amount, maintenance and operating costs must be considered, and credits can be given for existing parking.

### **Basis for Analysis**

LMG has relied on the property tax assessor's parcel information to create an excel spreadsheet that shows each individual parcel in the assessment district, the size of each parcel, the size of each building, and the land use assigned to each parcel. While LMG cannot attest to the accuracy of the information, it is the same data that is used to generate property tax assessments each year and therefore is deemed to be the most reliable information available at this level of detail.

Typical property information included in the assessor's data: Lot Number, Location, Owner's Name, Building Number, Land Size, Land Use Code, Land Use Description, Building Style, Number of Residential Units, Building Area, Number of Parking Spaces and Total Assessed Value.

### **Definitions**

RSA 231 specifies that both Construction Costs and Operating Expenses must be considered in the establishment of an Assessment District. RSA 231:115 defines these as follows:

II. "Cost of construction" shall mean and include the purchase price of any public parking facility, the cost of construction, the cost of all labor, materials, machinery and equipment, the cost of improvements, the cost of all lands, property, rights, easements and franchises acquired, financing charges, interest prior to and during construction, cost of plans and specifications, surveys and estimates of cost and of revenues, cost of engineering and legal services, and all other expenses necessary or incident to determining the feasibility or practicability of such construction administrative expense and such other expenses as may be necessary or incident to the financing herein authorized.

III. "Operating expenses" shall mean and include any costs related to the maintenance, operation and repair of public parking facilities and shall include, without limiting the generality of the foregoing, ordinary and usual expenses of maintenance and repair, engineering expenses relating to operation, maintenance and repair, insurance premiums after completion of construction,

administrative and legal expenses after such completion and the reasonable cost of policing public parking facilities.

## Plan

The legislation requires there to be a plan for the construction of facilities and estimates to construct and operate the same. A minimum of 50 percent of the cost of the improvements must be raised by the assessment. For the purposes of this analysis and the proposed Plan, LMG has proposed that the assessment pay 100 percent of the cost of the projects. Further, the Plan must indicate that there is a need for the additional parking, which has been consistently demonstrated in the Parking Master Plan previously prepared. Pertinent language from RSA 231:116 is shown below for the reader's convenience:

II. The plan referred to in paragraph I of this section, in addition to providing a detailed proposal for the construction of one or more public parking facilities shall show that there is a need for public parking facilities, that the facilities proposed therein are proposed with respect to that need, and shall include an estimate of construction costs and operating expenses and the method of financing and paying the same. Any such plan shall provide that construction costs or operating expenses shall be raised by assessments as provided in RSA 231:120 and the plan shall so indicate and shall determine the boundaries of any prescribed area within which special benefit assessments shall be levied, which area may but need not be coterminous with the municipality. No such plan shall be adopted unless it provides that at least 50 percent of the construction costs and operating expenses shall be raised by assessments upon the owners or lessees of leasehold interests whose lands receive special benefits therefrom and such plan shall also provide that no more than 25 percent of such construction costs and operating expenses shall be raised from general revenues and no more than 25 percent of such construction costs and operating expenses shall be raised from motor vehicle permit fees as provided in RSA 261:154.

III. The legislative body of a municipality may adopt the proposed plan with or without amendment and proceed with the construction of the public parking facilities. Nothing herein shall be construed to prevent the municipality from thereafter changing or amending the plan upon a finding by the legislative body that the public interest requires such change or amendment.

Details of the Plan are currently being finalized, and it should be noted that the intent of the plan is to identify facilities that can be quickly developed under known costs, and then later to add more facilities and assessment (under RSA 231:116(III)) as sites can be located and designs finalized. For purposes of this analysis, LMG has constructed a model that assumes a "per space" construction cost and number of spaces to develop a total cost for the assessment district. This cost would be finalized prior to the actual assessment, but is presented here to provide the reader with an understanding of the order of magnitude of the likely costs. The assumptions are:

| <b>GROSS ASSESSMENT CALCULATOR</b> |                     |
|------------------------------------|---------------------|
| Project Size (cars)                | 600                 |
| Cost per car                       | \$30,000            |
| <b>Project cost</b>                | <b>\$18,000,000</b> |
| Bond Term (years)                  | 20                  |
| Interest Rate                      | 4.00%               |

|                                    |                        |
|------------------------------------|------------------------|
| <b>Debt Service</b>                | <b>-\$1,324,471.51</b> |
| # Permits Sold                     | 540                    |
| Monthly Rate                       | \$65                   |
| <b>Annual Revenue</b>              | <b>\$421,200</b>       |
| Annual Operating Cost Per Space    | \$456                  |
| <b>Total Annual Operating Cost</b> | <b>(\$273,600)</b>     |
| Net Annual Assessment Cost         | \$1,176,872            |

- The Project Size was determined through discussions with stakeholders and City staff as a reasonable undertaking for two mid size garage facilities.
- The Cost Per Car is an aggregate of all costs involved in the planning and construction of a parking facility, including design costs, permitting costs, land (if any), hard and soft costs of construction, and owner's startup costs.
- Project Cost is the product of the Project Size times the Cost Per Car.
- Bond Term and Interest Rate are input from the City's Finance Department and are conservative assumptions that have high confidence.
- Debt Service is a calculation of the amortization (level payment) using the Project Cost, Bond Term, and Interest Rate. Note that when bonds are actually issued the amortization may not be level but rather be "bent" to match projected revenue.
- Number of Permits sold is at 90% of the spaces built. There is no oversell assumed for this analysis.
- Monthly Rate is the permit cost for parking in a new garage in the Millyard.
- Annual Revenue is the income projected from the sale of Permits in the garage. Note that to remain conservative, no revenue is projected from short term parking even though such parking will be provided. There is little to no experience with short term parking in the Millyard so there was no reliable data point. Nationally, LMG's experience is that the short term revenue per space would be significantly higher than the monthly permit revenue per space.
- Annual Operating Cost per space is the actual cost experienced by the City of Manchester in other garages.
- Annual Operating Cost is the product of the total number of spaces times the Annual Operating Cost per Space.
- Net Annual Assessment Cost is the Debt Service less Annual Revenue plus Annual Operating Cost.

## Levy

The legislation allows for the levy of an assessment in either a lump sum for the cost of the Plan or year to year to cover the debt service. To minimize the financial impact on the property owners and to take advantage of current low interest rates, the Plan has assumed the levy will be year to year for debt service.

## Basis for Assessment

The legislation provides that the assessment allocated to each property must be based on the benefit received by each property. It further suggests that the parking required for each land use under the local zoning code be that basis.

**231:121 Basis of Assessment.** – Assessments shall be levied according to a formula which shall be set forth in the plan and which shall be reasonable and proportional to the benefits conferred upon the land or leasehold interest upon which such assessment is laid. Such formula may, but need not necessarily, be based on the number of off-street parking spaces required to be furnished by owners of land under any lawful zoning ordinances or bylaw in effect or which may be adopted by the municipality. If the formula based on a zoning ordinance requirement of off-street parking is used, the plan may provide for credit to those owners or lessees who have erected or constructed private parking structures, but need not provide credit for private parking lots.

LMG recommends that the zoning requirement form the basis for the assessment, but that it be modified for uses that typically would peak in the evening hours (such as restaurants) who can share parking and do not require exclusive use during the daytime peak hour. This recommendation should be the subject of a future staff workshop and is not included in this analysis. Further, LMG recommends that a credit be provided for each parking space that is on the same parcel as a building generating parking demand or under the same ownership on a different parcel. For purposes of this analysis, “parking space” is defined by the Tax Assessor’s Public Records, to be consistent with all other sources of land use and building data.

### Sample Calculation

The following presents a sample (not for any particular parcel in the Assessment Area) calculation to demonstrate the methodology employed in the Plan.

#### Step 1 – Establish the Cost of the Plan

This section is duplicated from the section above under “Plan”. The assumed program is 600 spaces and the assumed cost is \$30,000 per space.

| <b>GROSS ASSESSMENT CALCULATOR</b> |                 |
|------------------------------------|-----------------|
| Project Size (cars)                | 600             |
| Cost per car                       | \$30,000        |
| Project cost                       | \$18,000,000    |
| Bond Term (years)                  | 20              |
| Interest Rate                      | 4.00%           |
| Debt Service                       | -\$1,324,471.51 |
| # Permits Sold                     | 540             |
| Monthly Rate                       | \$65            |
| Annual Revenue                     | \$421,200       |
| Annual Operating Cost Per Space    | \$456           |
| Total Annual Operating Cost        | (\$273,600)     |
| Net annual Assessment Cost         | \$1,176,872     |

So, under this Plan a total of \$1,176,872 dollars must be collected in assessments to cover the expenses.

### **Basis for Assessment**

The Assessment Area contains a total of 3,696,893 square feet of buildings. The overwhelming majority of the space is used as offices. LMG has conducted an analysis of each individual building, its land use, and the zoning ordinance requirement for parking, also called the “Parking Benefit Ratio” (note that the Millyard generally does not require parking so we used the citywide standard). The result of this analysis is that the buildings in the area would require 6,936 parking spaces under the zoning ordinance, defined as the “Total Parking Benefit Units”. There are a total of 4,130 parking spaces in the Millyard today. However, the vast majority of these spaces are not open to the public. Therefore, to ascertain the actual benefit to each parcel, LMG analyzed each individual parcel and estimated its zoning requirement and then subtracted parking that was contained on that same parcel. The result was the “Adjusted Parking Benefit Unit”, and if the value was a negative number it was assigned a zero value. The aggregate Adjusted Parking Benefit Unit was 3,964.

Each parcel is therefore assessed for its proportionate share of the annual cost based on its Adjusted Benefit Unit calculation. Stated as a formula, each Adjusted Parking Benefit Unit costs \$296.92, as calculated below:

$$\begin{aligned} \text{Total Cost/Aggregate Adjusted Parking Benefit Unit} &= \text{Cost per PBU} \\ \text{Or} \\ \$1,176,872/3,964 &= \$296.92 \end{aligned}$$

By way of example, a Millyard Building containing 100,000 square feet of office space (which requires 4 parking spaces per thousand square feet) would be assigned 400 PBU. If the building had 200 on site spaces to use as a deduction against these 400 PBU, the assessment would be for 200 Adjusted PBU, or \$59,384, or \$0.59 per square foot.

When applied to the Millyard overall, the average of the assessment is actually \$0.32 per square foot of building space, ranging from a low of \$0.00 to a high of \$0.74.

### **Summary**

The proposed Assessment District as defined under RSA 231 appears to provide a fair and balanced method to take advantage of public finance and city property to provide significant improvement to the parking supply in the Millyard of Manchester.



## **ATTACHMENT 1**

### **RSA 231**

**231:114 Findings and Declaration of Necessity.** – It is hereby found and declared:

I. That the free circulation of traffic of all kinds through the streets of the municipalities of this state is necessary for the rapid and effective fighting of fires, disposition of police forces, and transit of other emergency vehicles in said municipalities for the health, safety, morals and general welfare of the public, whether residing in or traveling to, through or from said municipalities in the course of lawful pursuits as well as for the sound economic development of such municipalities;

II. That in recent years the parking of motor vehicles of all kinds on the streets of said municipalities has so substantially impeded such free circulation of traffic as to constitute at the present time a public nuisance endangering the health, safety, morals and welfare of the general public, as well as endangering the economic life of said municipalities;

III. That such traffic congestion cannot be adequately abated except by provisions for sufficient off-street parking facilities; and that the enactment of laws to so provide off-street parking facilities is therefore a necessity in the public interest.

**Source.** RSA 252-A:1. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:115 Definitions.** – Terms used in this subdivision shall have the meanings set forth below, unless a different meaning is clearly apparent from the language or context, or is otherwise inconsistent with the manifest intention of this subdivision:

I. "Public parking facilities" shall mean any lots, garages, parking terminals and other structures of one or more levels, facilities and accommodations for the parking of motor vehicles off the street or highway and open to public use with or without charge and all facilities appurtenant thereto including ancillary waiting rooms, lockers, space for concessions, stores, and offices, terminal facilities for trucks and buses, facilities for the servicing of motor vehicles and for the sale of gasoline, oil and other accessories; and said term shall include structures over or under other structures which other structures may be owned by or leased to a person or corporation and used in whole or part for other than municipal purposes; and said term shall also include streets and ways constructed for access to or egress from such public parking facilities.

II. "Cost of construction" shall mean and include the purchase price of any public parking facility, the cost of construction, the cost of all labor, materials, machinery and equipment, the cost of improvements, the cost of all lands, property, rights, easements and franchises acquired, financing charges, interest prior to and during construction, cost of plans and specifications, surveys and estimates of cost and of revenues, cost of engineering and legal services, and all other expenses necessary or incident to determining the feasibility or practicability of such construction administrative expense and such other expenses as may be necessary or incident to the financing herein authorized.

III. "Operating expenses" shall mean and include any costs related to the maintenance, operation and repair of public parking facilities and shall include, without limiting the generality of the foregoing, ordinary and usual expenses of maintenance and repair, engineering expenses relating to operation, maintenance and repair, insurance premiums after completion of construction, administrative and legal expenses after such completion and the reasonable cost of policing public parking facilities.

IV. "Municipality" or "municipalities" shall include any city or town in the state.

V. "Legislative body" shall mean the town meeting in towns and the mayor and aldermen in cities.

VI. "Governing board" shall mean the selectmen in towns and the mayor and aldermen in cities.

**Source.** RSA 252-A:2. 1969, 493:1. 1971, 512:10. 1981, 87:1. 1993, 169:2, eff. July 23, 1993.

**231:116 Plan.** –

I. When the legislative body of any municipality finds that the public health, safety, morals and general welfare so requires, it may undertake to study the question of providing public parking facilities. For the purpose of such study said legislative body may appoint or authorize its governing board to appoint an investigative and planning board or may contract with private planners or developers which investigative

and planning board or private party shall study the parking needs and conditions in said municipality and shall propose a plan for providing one or more public parking facilities; and said legislative body may appropriate such sums of money as are reasonably necessary therefor.

II. The plan referred to in paragraph I of this section, in addition to providing a detailed proposal for the construction of one or more public parking facilities shall show that there is a need for public parking facilities, that the facilities proposed therein are proposed with respect to that need, and shall include an estimate of construction costs and operating expenses and the method of financing and paying the same. Any such plan shall provide that construction costs or operating expenses shall be raised by assessments as provided in RSA 231:120 and the plan shall so indicate and shall determine the boundaries of any prescribed area within which special benefit assessments shall be levied, which area may but need not be coterminous with the municipality. No such plan shall be adopted unless it provides that at least 50 percent of the construction costs and operating expenses shall be raised by assessments upon the owners or lessees of leasehold interests whose lands receive special benefits therefrom and such plan shall also provide that no more than 25 percent of such construction costs and operating expenses shall be raised from general revenues and no more than 25 percent of such construction costs and operating expenses shall be raised from motor vehicle permit fees as provided in RSA 261:154.

III. The legislative body of a municipality may adopt the proposed plan with or without amendment and proceed with the construction of the public parking facilities. Nothing herein shall be construed to prevent the municipality from thereafter changing or amending the plan upon a finding by the legislative body that the public interest requires such change or amendment.

**Source.** RSA 252-A:3. 1969, 493:1. 1981, 87:1, eff. April 20, 1981; 146:5, XIII, eff. Jan. 1, 1982; 146:7, V, eff. May 22, 1981.

**231:117 Construction and Operation.** – Pursuant to a plan adopted under RSA 231:116 a municipality is empowered, subject to the fiscal and other pertinent requirements of law:

I. To construct or contract for the construction of public parking facilities and shall have the right to acquire or agree to acquire when completed in the name and on behalf of the municipality, public parking facilities being constructed or to be constructed as part of a structure which when completed may include facilities to be used for other than municipal purposes and to participate or agree to participate in the construction of such public parking facilities and to make payments on account of such construction; provided, however, that no such acquisition or agreement to acquire or participation or agreement to participate in such construction shall be permitted except with respect to public parking facilities to be constructed on land or air rights owned by or under lease to the municipality for a period of not less than 40 years from the date on which such facilities are to be constructed or acquired. Subject as aforesaid, municipality is empowered to equip, maintain and operate such facilities;

II. To establish and collect reasonable off-street parking fees; to control, manage and operate such other facilities as are contained in any building or upon any property in or upon which public parking facilities are provided;

III. To adopt rules and regulations governing the operation of public parking facilities;

IV. To lease the operation of public parking facilities to any individual, firm or corporation as the public interest may warrant.

**Source.** RSA 252-A:4. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:118 Eminent Domain.** – If the legislative body of a municipality which has adopted a plan as described shall determine to acquire pursuant to said plan any real property or interest therein, including air rights, necessary for or incidental to the construction, maintenance or operation of public parking facilities, it may proceed to take such real property or interest therein by an exercise of the power of eminent domain in the same manner as provided in this chapter, or it may exercise the power of eminent domain in the manner provided by any other applicable statutory provisions for the exercise thereof.

**Source.** RSA 252-A:5. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:119 Borrowing Power.** – Municipalities may finance the construction of public parking facilities by issuing bonds or notes, which bonds or notes shall conform to and be issued in accordance with the provisions of RSA 33 insofar as the same may be applicable. All such bonds or notes shall be issued for public parking facilities pursuant to a plan as provided in this subdivision which provides that an amount equal to at least 50 percent of the principal of such bonds or notes are to be assessed as provided in this subdivision, raised by motor vehicle permit fees as provided in RSA 261:154, or funded from the revenues of the parking system, or any combination thereof, shall at no time be included in the net indebtedness of the municipality for the purpose of ascertaining its borrowing capacity.

**Source.** RSA 252-A:6. 1969, 493:1. 1981, 87:1, eff. April 20, 1981; 146:5, XIV, eff. Jan. 1, 1982; 146:7, V, eff. May 22, 1981.

**231:120 Levying Assessments for Public Parking Facilities. –**

I. The assessors of any municipality which has constructed public parking facilities, upon direction from the legislative body and in accordance with the plan adopted, shall assess in the manner provided in paragraph II of this section upon the owners or lessees of leasehold interests, whose lands receive special benefits therefrom, their just share of the cost of construction of the same. All assessments thus made shall be valid and binding upon the owners or lessees of such land. The funds collected from assessments shall be used solely for the construction of public parking facilities or for the redemption of bonds or notes issued by the municipality to obtain funds for the construction of public parking facilities, including funds paid to a housing authority for the construction of public parking facilities.

II. The plan may provide that assessments shall be made:

(a) At one time and assessments so made may be prorated over a period not exceeding the number of years which the plan shall provide to defray the construction costs of the public parking facilities; or

(b) From year to year upon the owners or lessees of leasehold interests at the time such assessment is made, their just proportion of the construction costs which shall become due in that year, including the amount of principal and interest due during the year on any bonds or notes issued to provide funds to pay such construction costs.

**Source.** RSA 252-A:7. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:121 Basis of Assessment.** – Assessments shall be levied according to a formula which shall be set forth in the plan and which shall be reasonable and proportional to the benefits conferred upon the land or leasehold interest upon which such assessment is laid. Such formula may, but need not necessarily, be based on the number of off-street parking spaces required to be furnished by owners of land under any lawful zoning ordinances or bylaw in effect or which may be adopted by the municipality. If the formula based on a zoning ordinance requirement of off-street parking is used, the plan may provide for credit to those owners or lessees who have erected or constructed private parking structures, but need not provide credit for private parking lots.

**Source.** RSA 252-A:8. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:122 Assessment for Operating Expenses.** – In order to defray the costs of the operation and maintenance of such public facilities, the assessors may assess upon the owners and lessees whose land is benefited by such public parking facilities their just share of the annual operating expenses of the same. The assessors may establish a scale of assessments and prescribe the manner in which and the time at which such assessments are to be paid and to change such scale from time to time as may be deemed advisable.

**Source.** RSA 252-A:9. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:123 Special Account.** – The funds received from the collection of assessments provided in RSA 231:122 shall be deposited by the treasurer of the municipality in a special account which in any fiscal year shall be used only to pay the operating expenses of the public parking facilities. Any surplus in such

account at the end of the fiscal year may be used for the enlargement or replacement of the public parking facilities but shall not be used for any other purpose than those above specified.

**Source.** RSA 252-A:10. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:124 Lien for Assessment or Rentals.** – All assessments under the provisions of RSA 231:120 and 122 shall create a lien upon the lands on account of which they are made, which shall continue until one year from October 1 following the assessment, and, in case an appeal has been taken and the assessment has been sustained in whole or in part upon such appeal, until the expiration of one year from such decision, whichever is later. Such assessments shall be subject to the interest and such other charges as are applicable to delinquent taxes. In the event that the assessments are payable over a period of years, then the assessment shall be prorated on an annual basis and the lien on said lands shall attach annually.

**Source.** RSA 252-A:11. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:125 Collection of Assessments.** – Assessments provided in RSA 231:120 and 122 shall be committed to the collector of taxes, with a warrant under the hands and seal of the assessors requiring him to collect them; and he shall have the same rights and remedies and be subject to the same liabilities in relation thereto as in the collection of taxes.

**Source.** RSA 252-A:12. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:126 Abatement of Assessments.** – For good cause shown, the assessors may abate any such assessment made by them or by their predecessors.

**Source.** RSA 252-A:13. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:127 Petition to Court.** – If the assessors neglect or refuse to abate any such assessments, any person aggrieved may apply by petition to the superior court for relief at any time within 90 days after notice of the assessment, and not afterwards; and the court shall make such order thereon as justice may require.

**Source.** RSA 252-A:14. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:128 Correction of Assessments.** – If any error is made in any such assessment it may be corrected by the assessors by making an abatement and a new assessment, or either, as the case may require; and the same lien, rights, liabilities and remedies shall attach to the new assessment as to the original.

**Source.** RSA 252-A:15. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.

**231:129 Optional Referendum; Two-Thirds Vote of Legislative Body.** –

I. Referendum. If the legislative body of a municipality affected by this subdivision desires to place the question of approving a plan formulated pursuant to this subdivision on a referendum, they may do so at any regular municipal election or at a special election called for the purpose. Should a referendum be held, the following question shall be submitted "Shall the legislative body of the city of ( ) be instructed to approve the plan submitted to it concerning the construction of parking facilities?" The legislative body shall be bound by the outcome of the referendum.

II. Two-Thirds Vote. If the legislative body should decide not to place the question of approving a plan formulated pursuant to this subdivision on a referendum, a 2/3 vote of the entire membership of the legislative body shall be necessary in order to approve such plan.

**Source.** RSA 252-A:16. 1969, 493:1. 1981, 87:1, eff. April 20, 1981.



| GROSS ASSESSMENT CALCULATOR     |                 |                                           |
|---------------------------------|-----------------|-------------------------------------------|
| Project Size (cars)             | 600             | INPUT NUMBER OF SPACES                    |
| Cost per car                    | \$30,000        | INPUT COST PER SPACE                      |
| Project cost                    | \$18,000,000    |                                           |
| Bond Term (years)               | 20              | INPUT TERM                                |
| Interest Rate                   | 4.00%           | INPUT INTEREST RATE                       |
| Debt Service                    | -\$1,324,471.51 |                                           |
| # Permits Sold                  | 540             | TOTAL SPACES TIMES 90 PERCENT             |
| Monthly Rate                    | \$65            | INPUT PERMIT RATE                         |
| Annual Revenue                  | \$421,200       |                                           |
| Annual Operating Cost Per Space | \$456           | Per Manchester experience                 |
| Total Annual Operating Cost     | (\$273,600)     |                                           |
| Net annual Assessment Cost      | \$1,176,872     | THIS BECOMES THE AMOUNT OF THE ASSESSMENT |

**Assessment Calculator**  
**(included under separate cover to accommodate printing requirements)**

# Parking Assessment District

First Status Report to Stakeholders

March 22, 2016



## SCOPE OF WORK

~~LMG will meet with City staff (done 1/7)~~

~~LMG will collect input from the BMA (1/19)~~

~~LMG will arrange a stakeholder meeting (3/22)~~

**LMG will prepare:**

**Millyard Parking Assessment Plan- How**

**Millyard Parking Improvement Plan- What  
Draft Assessment Ordinance**



## Components of Assessment

- Square Footage of Buildings in the Millyard
- Types of Use
- On-Site Parking
  - Credit Against Assessment
- Debt Service
- Operating Expense
  - Direct and Indirect Costs of Operation of Garages



# Components of Assessment

| <b>GROSS ASSESSMENT CALCULATOR</b> |                               |
|------------------------------------|-------------------------------|
| Project Size (cars)                | 600                           |
| Cost per car                       | \$30,000                      |
| <b>Project cost</b>                | <b><i>\$18,000,000</i></b>    |
| Bond Term (years)                  | 20                            |
| Interest Rate                      | 4.00%                         |
| <b>Debt Service</b>                | <b><i>-\$1,324,471.51</i></b> |
| # Permits Sold                     | 540                           |
| Monthly Rate                       | \$65                          |
| <b>Annual Revenue</b>              | <b><i>\$421,200</i></b>       |
| Annual Operating Cost Per Space    | \$456                         |
| <b>Total Annual Operating Cost</b> | <b><i>(\$273,600)</i></b>     |
| Net Annual Assessment Cost         | <i>\$1,176,872</i>            |



# Components of Assessment

Total Cost/Aggregate Adjusted Parking Benefit Unit = Cost per PBU

Or

$$\$1,176,872/3,964 = \$296.92$$

By way of example, a Millyard Building containing 100,000 square feet of office space (which requires 4 parking spaces per thousand square feet) would be assigned 400 PBU. If the building had 200 on site spaces to use as a deduction against these 400 PBU, the assessment would be for 200 Adjusted PBU, or \$59,384, or \$0.59 per square foot.

When applied to the Millyard overall, the average of the assessment is actually \$0.32 per square foot of building space, ranging from a low of \$0.00 to a high of \$0.74.



## Timeline

|                                             |                            |
|---------------------------------------------|----------------------------|
| Finalize Report/Recommendations             | <del>May</del> August 2016 |
| Enact Parking Assessment District Ordinance | September 2016             |
| Bond Resolution                             | September 2016             |
| First Assessment                            | December 2016              |
| Issue Bonds For Garage #1                   | Spring 2017                |
| Open Garage #1                              | Late 2018                  |
| Open Garage #2, etc                         | May 2021                   |



Next Steps  
Cost of Garages  
Sites  
Refine Plan  
Draft Ordinance



| Map                             | Map Cut | Lot | Lot Cut | Location                  | Owner's Name                         | Bldg No | Nhbd | Land Units | Use Code | Use Descript | Bdg Style Code | Bdg Style Desc | Number of Residential Apartment Units | Bdg "Liv" Area | Total Assessed Value | Comments          |
|---------------------------------|---------|-----|---------|---------------------------|--------------------------------------|---------|------|------------|----------|--------------|----------------|----------------|---------------------------------------|----------------|----------------------|-------------------|
| <b>South of Granite:</b>        |         |     |         |                           |                                      |         |      |            |          |              |                |                |                                       |                |                      |                   |
| 274                             |         | 3   |         | 186 GRANITE ST            | MANCHESTER MILLYARD REALTY LLC       | 1       | 603  | 120,829    | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 166,823        | \$6,136,100          |                   |
| 274                             |         | 4   |         | 100 S COMMERCIAL ST       | HEARST-ARGYLE PROPERTIES INC         | 1       | 603  | 152,154    | 3400     | OFFICE BLD   | 18             | Office Bldg    | 0                                     | 61,099         | \$4,759,600          |                   |
| 274                             |         | 5   |         | S COMMERCIAL ST           | PUBLIC SERVICE CO OF NH              | 1       | 603  | 16,515     | 4350     | UTILITY C    | N/A            | ELEC SUBSTAT   | 0                                     | 0              | \$152,300            |                   |
| 274                             |         | 6   |         | BEDFORD ST                | HEARST-ARGYLE PROPERTIES INC         | 1       | 603  | 25,599     | 3370     | PARK LOT     | N/A            | Parking Lot    | 0                                     | 0              | \$97,900             |                   |
| 274                             |         | 7   | A       | 80 S COMMERCIAL ST        | BONARDI, NICHOLAS LIVING TRUST       | 1       | 603  | 27,177     | 3220     | STORE/SHOP   | 17             | Store          | 0                                     | 5,300          | \$425,600            |                   |
| 274                             |         | 7   |         | 90 S COMMERCIAL ST        | SOUTH BEDFORD STREET HOLDINGS        | 1       | 603  | 69,261     | 3320     | AUTO REPR    | 25             | Service Shop   | 0                                     | 9,592          | \$415,200            | 13 bays/4 per bay |
| 274                             |         | 8   |         | 37 S COMMERCIAL ST        | LANGER PLACE INC                     | 1       | 603  | 204,096    | 4030     | IND MFG      | 42             | Mill Building  | 0                                     | 190,772        | \$5,150,000          |                   |
| 274                             |         | 10  |         | 33 S COMMERCIAL ST        | 33 SOUTH COMMERCIAL STREET LLC       | 1       | 603  | 119,704    | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 172,812        | \$6,139,300          |                   |
| 909                             |         | 8   |         | 101 S COMMERCIAL ST       | ROEDEL PARTNERS OF MAN LLC           | 1       | 603  | 116,583    | 3020     | HOTEL        | 66             | HOTEL          | 0                                     | 81,374         | \$9,291,300          |                   |
| <b>SOUTH OF GRANIT SUBTOTAL</b> |         |     |         |                           |                                      |         |      |            |          |              |                |                | <b>0</b>                              | <b>687,772</b> | <b>32,567,300</b>    |                   |
| <b>North of Granite:</b>        |         |     |         |                           |                                      |         |      |            |          |              |                |                |                                       |                |                      |                   |
| 276                             |         | 1   | A       | 500 N COMMERCIAL ST #101  | PARISEAU TELGE PROPERTIES LLC        | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Retail Condo   | 0                                     | 14,434         | \$616,500            |                   |
| 276                             |         | 1   | B       | 500 N COMMERCIAL ST #201  | SPRINGFIELD COLLEGE                  | 1       | 603  | 0          | 9400     | TAX EXMT C   | 56             | Office Condo   | 0                                     | 13,968         | \$764,600            | EXEMPT            |
| 276                             |         | 1   | C       | 500 N COMMERCIAL ST #301  | TERESA CRAIG LIVING TR               | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 3,472          | \$283,800            |                   |
| 276                             |         | 1   | D       | 500 N COMMERCIAL ST #401  | STARK MILL REALTY LLC                | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,702          | \$129,500            |                   |
| 276                             |         | 1   | E       | 500 N COMMERCIAL ST #501  | SAGA COMMUNICATIONS OF NE            | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 6,264          | \$384,200            |                   |
| 276                             |         | 1   | F       | 500 N COMMERCIAL ST #502  | CLAYMAN, JUDITH V                    | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,445          | \$119,600            |                   |
| 276                             |         | 1   | G       | 500 N COMMERCIAL ST #302B | ERIC AUBE REVOC TR OF 2004           | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,519          | \$115,500            |                   |
| 276                             |         | 1   | H       | 500 N COMMERCIAL ST #303  | HEDGE HOLDINGS LLC                   | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,033          | \$73,800             |                   |
| 276                             |         | 1   | I       | 500 N COMMERCIAL ST #304  | MEIGHAN, JAMES C                     | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,334          | \$102,000            |                   |
| 276                             |         | 1   | K       | 500 N COMMERCIAL ST #306  | CRAIG, TERESA                        | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,133          | \$86,100             |                   |
| 276                             |         | 1   | L       | 500 N COMMERCIAL ST #402  | LANTERN HOOK REALTY PARTNERS         | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 4,950          | \$333,100            |                   |
| 276                             |         | 1   | M       | 500 N COMMERCIAL ST #403  | AUGUSTA INVESTMENTS LLC              | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 3,511          | \$246,200            |                   |
| 276                             |         | 1   | N       | 500 N COMMERCIAL ST #404  | TAHA LLC                             | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,369          | \$119,500            |                   |
| 276                             |         | 1   | P       | 500 N COMMERCIAL ST #503  | SAGA COMMUNICATIONS OF NE            | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 4,142          | \$277,900            |                   |
| 276                             |         | 1   | Q       | 500 N COMMERCIAL ST #504  | PELLEGRINI A.R. & ASSOC INC          | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 1,400          | \$114,600            |                   |
| 276                             |         | 1   | R       | 500 N COMMERCIAL ST #302A | ANDREA JALBERT REVOC TR 1990         | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 2,272          | \$173,800            |                   |
| 276                             |         | 1   | S       | 500 N COMMERCIAL ST #301A | TERESA CRAIG LIVING TR               | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 2,006          | \$177,300            |                   |
| 276                             |         | 1   | ZZ      | 500 N COMMERCIAL ST       | STARK MILL CONDO ASSOC               | 1       | 603  | 0          | 995      | CONDO MAIN   | 56             | Office Condo   | 0                                     | 0              | \$177,300            |                   |
| 276                             |         | 2   |         | 540 N COMMERCIAL ST       | FIVE FORTY NORTH ASSOCIATES          | 1       | 603  | 174,526    | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 204,706        | \$5,102,200          |                   |
| 276                             |         | 2   |         | 540 N COMMERCIAL ST       | FIVE FORTY NORTH ASSOCIATES          | 2       | 603  | 1          | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 7,784          | Included             |                   |
| 276                             |         | 4   |         | 670 N COMMERCIAL ST       | 670, LLC                             | 1       | 603  | 171,161    | 4020     | IND OFFICE   | 68             | Mill Office    | 0                                     | 264,672        | \$19,639,500         |                   |
| 276                             |         | 4   | A       | N COMMERCIAL ST           | CITY OF MANCHESTER                   | 0       | 603  | 1,272      | 960V     | NOTAX C VA   | N/A            | Parking Lot    | 0                                     | 0              | \$190,800            | EXEMPT            |
| 276                             |         | 5   |         | 780 N COMMERCIAL ST       | PUBLIC SERVICE CO OF NH              | 1       | 603  | 961,135    | 435C     | UTIL C BLD   | 18             | Office Bldg    | 0                                     | 70,371         | \$8,057,300          |                   |
| 276                             |         | 5   | B       | COMMERCIAL ST             | CITY OF MANCHESTER                   | 0       | 603  | 39,920     | 960V     | NOTAX C VA   | N/A            | Parking Lot    | 0                                     | 0              | \$190,800            | EXEMPT            |
| 276                             |         | 6   |         | 155 DOW ST (NO UNIT #?)   | 155 DOW ST LP                        | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 9,996          | \$1,139,600          |                   |
| 276                             |         | 6   | A       | 155 DOW ST #100           | 155 BUNS LLC                         | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 4,740          | \$425,500            |                   |
| 276                             |         | 6   | B       | 155 DOW ST #200           | PEMA LAND COMPANY LLC                | 1       | 603  | 0          | 3421     | PROF CONDO   | 56             | Office Condo   | 0                                     | 7,524          | \$519,200            |                   |
| 276                             |         | 6   | C       | 155 DOW ST #201           | MILLYARD HOSPITALITY                 | 1       | 603  | 0          | 3221     | RTL CONDO    | 56             | Office Condo   | 0                                     | 15,037         | \$1,097,800          |                   |
| 276                             |         | 6   | D       | 155 DOW ST #400           | TEMPLE OF DESIGN LLC                 | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 8,610          | \$641,200            |                   |
| 276                             |         | 6   | E       | 155 DOW ST #401           | DENTIST OF DOW STREET LLC            | 1       | 603  | 0          | 3421     | PROF CONDO   | 56             | Office Condo   | 0                                     | 5,510          | \$398,600            |                   |
| 276                             |         | 6   | F       | 155 DOW ST #402           | TEMPLE OF DESIGN LLC                 | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 2,700          | \$244,900            |                   |
| 276                             |         | 6   | G       | 155 DOW ST #101           | OCTAVIANO & TERRY VITAL TRUST        | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 2,870          | \$273,100            |                   |
| 276                             |         | 6   | H       | 155 DOW ST #102           | FJC LLC                              | 1       | 603  | 0          | 3221     | RTL CONDO    | 56             | Office Condo   | 0                                     | 7,818          | \$590,700            |                   |
| 276                             |         | 6   | I       | 155 DOW ST #301           | SUITE 301 LLC                        | 1       | 603  | 0          | 3401     | OFF CONDO    | 56             | Office Condo   | 0                                     | 7,080          | \$513,900            |                   |
| 276                             |         | 6   | ZZ      | 155 DOW ST                | 155 DOW ST CONDO ASSOC               | 1       | 603  | 0          | 995      | CONDO MAIN   | 56             | Office Condo   | 0                                     | 0              | \$0                  | Condo Master Card |
| 276                             |         | 7   |         | 150 DOW ST                | ONE DOW COURT INC                    | 1       | 603  | 158,965    | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 403,818        | \$10,945,900         |                   |
| 445                             |         | 3   |         | 300 BEDFORD ST            | ONE WALL STREET LLC                  | 1       | 603  | 89,903     | 1120     | APT 8 OVER   | 14             | Apartments     | 110                                   | 130,851        | \$10,544,600         |                   |
| 445                             |         | 3   | A       | COMMERCIAL ST             | PUBLIC SERVICE CO OF NH              | 1       | 603  | 3,542      | 424C     | ELECSUB BL   | 40             | Industrial     | 0                                     | 2,924          | \$216,400            |                   |
| 445                             |         | 3   | B       | COMMERCIAL ST             | PUBLIC SERVICE CO OF NH              | 1       | 603  | 6,450      | 4240     | ELECSUBSTA   | N/A            | SUBSTA         | 0                                     | 0              | \$129,400            |                   |
| 445                             |         | 4   |         | 250 BEDFORD ST            | US FOUND.FOR INSPIR & RECOG OF SC&TE | 1       | 603  | 62,286     | 4022     | IND BLDG     | 68             | Mill Office    | 0                                     | 162,164        | \$2,502,100          | PARTLY EXEMPT     |
| 445                             |         | 10  |         | 340 COMMERCIAL ST         | 1874 ASSOCIATES                      | 1       | 603  | 35,739     | 4022     | IND BLDG     | 68             | Mill Office    | 0                                     | 73,892         | \$4,605,800          |                   |
| 445                             |         | 11  |         | 324 COMMERCIAL ST         | 1869 ASSOCIATES                      | 1       | 603  | 40,410     | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 64,096         | \$2,444,800          |                   |
| 445                             |         | 12  |         | 286 COMMERCIAL ST         | 1870 ASSOCIATES LIMITED PARTNERSHIP  | 1       | 603  | 49,531     | 4022     | IND BLDG     | 68             | Mill Office    | 0                                     | 73,165         | \$5,330,000          |                   |
| 445                             |         | 17  |         | 250 COMMERCIAL ST         | MERRIMACK RIVER MILLS LLC            | 1       | 603  | 159,960    | 4022     | IND BLDG     | 42             | Mill Building  | 0                                     | 347,309        | \$13,401,200         |                   |
| 837                             |         | 1   |         | GRANITE ST                | CITY OF MANCHESTER                   | 0       | 603  | 46,174     | 960V     | NOTAX C VA   | N/A            | Playground     | 0                                     | 0              | \$164,000            | EXEMPT            |
| 837                             |         | 2   |         | 6 PAYSON ST               | AMOSKEAG APARTMENTS LLC              | 1       | 603  | 41,124     | 1120     | APT 8 OVER   | 14             | Apartments     | 20                                    | 10,440         | \$1,200,000          |                   |
| 837                             |         | 2   |         | 6 PAYSON ST               | AMOSKEAG APARTMENTS LLC              | 2       | 603  | 1          | 1120     | APT 8 OVER   | 14             | Apartments     | Included                              | 10,440         | Included             |                   |

| Map                              | Map Cut | Lot | Lot Cut | Location          | Owner's Name                 | Bldg No | Nhbd | Land Units | Use Code | Use Descript      | Bdg Style Code | Bdg Style Desc | Number of Residential Apartment Units | Bdg "Liv" Area   | Total Assessed Value | Comments |
|----------------------------------|---------|-----|---------|-------------------|------------------------------|---------|------|------------|----------|-------------------|----------------|----------------|---------------------------------------|------------------|----------------------|----------|
| 837                              |         | 4   |         | COMMERCIAL ST     | STL PARKING LLC              | 0       | 603  | 77,501     | 3370     | PARK LOT          | N/A            | Parking Lot    | 0                                     | 0                | \$381,400            | EXEMPT?  |
| 837                              |         | 5   |         | 65 STATE ST       | AMOSKEAG APARTMENTS LLC      | 1       | 603  | 46,860     | 1120     | APT 8 OVER        | 14             | Apartments     | 52                                    | 18,900           | \$2,912,000          |          |
| 837                              |         | 5   |         | 65 STATE ST       | AMOSKEAG APARTMENTS LLC      | 2       | 603  | 1          | 1120     | APT 8 OVER        | 14             | Apartments     | Included                              | 16,200           | Included             |          |
| 837                              |         | 5   |         | 65 STATE ST       | AMOSKEAG APARTMENTS LLC      | 3       | 603  | 1          | 1120     | APT 8 OVER        | 14             | Apartments     | Included                              | 11,880           | Included             |          |
| 837                              |         | 6   |         | 97 STATE ST       | AMOSKEAG APARTMENTS LLC      | 1       | 603  | 16,988     | 1120     | APT 8 OVER        | 14             | Apartments     | 10                                    | 11,880           | \$600,000            |          |
| 837                              |         | 7   |         | 129 STATE ST      | AMOSKEAG APARTMENTS LLC      | 1       | 603  | 26,175     | 1120     | APT 8 OVER        | 14             | Apartments     | 18                                    | 17,280           | \$1,080,000          |          |
| 837                              |         | 16  |         | 80 COMMERCIAL ST  | GL PARKING LLC               | 1       | 603  | 49,602     | 3360     | PARK GAR          | 24             | Parking Garage | 0                                     | 63,336           | \$1,448,100          |          |
| 837                              |         | 17  | A       | 50 COMMERCIAL ST  | 1848 ASSOCIATES              | 1       | 603  | 167,478    | 4022     | IND BLDG          | 68             | Mill Office    | 0                                     | 70,717           | \$11,590,500         |          |
| 837                              |         | 17  | A       | 50 COMMERCIAL ST  | 1848 ASSOCIATES              | 2       | 603  | 1          | 4022     | IND BLDG          | 68             | Mill Office    | 0                                     | 38,124           | Included             |          |
| 837                              |         | 17  | A       | 50 COMMERCIAL ST  | 1848 ASSOCIATES              | 3       | 603  | 1          | 4022     | IND BLDG          | 68             | Mill Office    | 0                                     | 78,999           | Included             |          |
| 837                              |         | 17  | B       | COMMERCIAL ST     | CITY OF MANCHESTER           | 0       | 603  | 10,625     | 9030     | TOWN VAC          | N/A            | VACANT         | 0                                     | 0                | \$429,400            | EXEMPT   |
| 837                              |         | 22  |         | 88 COMMERCIAL ST  | 1850 ASSOCIATES LTD PRTRNSHP | 1       | 603  | 93,557     | 4022     | IND BLDG          | 42             | Mill Building  | 0                                     | 144,121          | \$7,001,200          |          |
| 900                              |         | 2   |         | 10 ARMS ST        | CITY OF MANCHESTER           | 0       | 603  | 188,098    | 960V     | NOTAX C VA        | N/A            | Parking Lot    | 0                                     | 0                | \$703,400            | EXEMPT   |
| 900                              |         | 3   | B       | COMMERCIAL ST     | 1890 ASSOC LLC               | 1       | 605  | 5,000      | 3260     | REST/CLUBS MDL-94 | 30             | Restaurant     | 0                                     | 4,467            | \$457,500            |          |
| 900                              |         | 3   |         | 400 COMMERCIAL ST | 1890 ASSOC LLC               | 1       | 603  | 106,343    | 4022     | IND BLDG          | 68             | Mill Office    | 0                                     | 69,302           | \$3,952,100          |          |
| 900                              |         | 4   |         | COMMERCIAL ST     | CITY OF MANCHESTER           | 0       | 603  | 12,676     | 960V     | NOTAX C VA        | N/A            | Parking Lot    | 0                                     | 0                | \$142,300            | EXEMPT   |
| 900                              |         | 5   |         | 400 BEDFORD ST    | BEJOC HOLDINGS LLC           | 1       | 603  | 88,113     | 4022     | IND BLDG          | 42             | Mill Building  | 0                                     | 140,888          | \$3,547,100          |          |
| 900                              |         | 7   |         | N BEDFORD ST      | CITY OF MANCHESTER           | 0       | 603  | 35,390     | 960V     | NOTAX C VA        | N/A            | Parking Lot    | 0                                     | 0                | \$182,100            | EXEMPT   |
| <b>NORTH OF GRANITE SUBTOTAL</b> |         |     |         |                   |                              |         |      |            |          |                   |                |                | <b>210</b>                            | <b>2,650,565</b> | <b>129,231,700</b>   | <b>0</b> |
| <b>East of Canal Street:</b>     |         |     |         |                   |                              |         |      |            |          |                   |                |                |                                       |                  |                      |          |
| 162                              |         | 5   |         | 1059 CANAL ST     | STATE OF NH                  | 1       | 604  | 381,150    | 9600     | NON TAX C         | 87             | OTHER-STATE    | 0                                     | 107,144          | \$10,499,100         | EXEMPT   |

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber’s Place Operations.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2016 CIP as contained in the 2016 CIP budget; and

WHEREAS, the 2016 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate funding for Amber’s Place from the Contingency Account;

NOW, THEREFORE, be it resolved that the 2016 CIP be amended as follows:

**By adding:**

FY2016 CIP 612016 – Amber’s Place Operations - \$100,000 OTHER

Resolved, that this Resolution shall take effect upon its passage.

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the final report and recommendations from the Housing Study be referred to the Board of Mayor and Aldermen.

*(Unanimous vote with the exception of Alderman Long who arrived late)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



# CITY OF MANCHESTER

## HOUSING STUDY COMMISSION

March 21, 2016

**Subject: Final Report and Recommendations of Housing Study Commission**

Dear Mayor Gatsas and Board of Alderman,

As commissioned by the Board of Mayor and Alderman, the Housing Study Commission (the "Commission") has completed its mission and is pleased to provide its Final Report and Recommendations.

**Background:**

The Commission was established by the Board of Mayor and Alderman on October 21, 2014 in response to a report prepared the Granite State Organizing Project ("GSOP"). GSOP's report reviewed the housing conditions for some City residents and concluded that changes should be made to ordinances and enforcement of those ordinances to improve what GSOP characterizes as substandard housing.

The Committee convened bi-weekly meetings over the course of the past year to analyze and review the issue of rental housing units in the City of Manchester and reasonable measures that can be taken to improve housing condition where landlords have neglected their responsibility of maintaining minimum housing standards. The meetings were attended by City officials from the Police Department, Fire Department; Solicitor's Office, Department of Planning and Community Development, Information Systems, and the Health Department, as well as by the Commission members. In addition, members of the public attended meetings to observe and offer comments. Member of the public who attended at least one Commission meetings include: Carol Backus, Sarah Jane Knoy, Kristen Cahill and Fred Robinson from the Granite State Organizing Project, Maggie Fogarty from the American Friends Service Committee, Kevin Kintner from New Horizons for NH, Debbie Valente, NH Property Owners Association, Mohamad Mobeen and Donald Jsirdindaris, property owners, Tom Irwin, Conservation Law Foundation, Tyler Gloor from the Way Home and members of the public: Dick Duckhoff, Rick Castillo and those who wished to remain anonymous. In addition, several tenants have emailed individual commission members about housing concerns.

After a year of careful deliberations, the Committee has made the following findings.

**Findings:**

- 1.) RSA Chapter 48-A establishes minimum housing standards and provides authority for cities and towns to establish their own housing code. While many municipalities have adopted their own housing codes, Manchester is one of the few municipalities in the State that require every rental unit undergo mandatory inspections every three years and obtain a Certificate of Compliance. The Department of Planning and Community Development is responsible for the enforcement of the Housing Code, performing inspections and issuing Certificates of Compliance
- 2.) The City's Certificate of Compliance program is largely effective in ensuring that rental units within the City comply with **minimum** housing standards.
- 3.) The most significant challenge in bringing a very small number of non-responsive landlords into compliance is the lack of meaningful penalties. Where landlords repeatedly fail to appear for scheduled inspections, the City does not have sufficient statutory or regulatory resources to compel compliance. The most egregious landlords repeatedly fail to appear at court hearings and the Circuit Court will not issue bench warrants for a violation that is not an arrestable offense to begin with.
- 4.) The risk of lead exposure still remains in almost any residential unit constructed prior to 1978. The issue of lead poisoning is complex. Testing and remediation are expensive and beyond the scope of the City's expertise and resources. Federal laws exist to require renovation work in pre-1978 buildings to use best management practices to minimize the potential of lead poisoning from disturbing lead based paint. Currently, the City does not have the authority to enforce the federal law, but could be doing more to raise awareness.
- 5.) The Department of Planning and Community Development is charged with administering the Certificate of Compliance program for over 30,000 residential units and does not have appropriate software to manage the large volume of files. More functional and suitable software would improve accuracy, scheduling and efficiency.
- 6.) Tenants do not always know how to reach their landlords when they have an issue. Improved landlord accountability would necessarily improve tenants' housing conditions when an issue arises. RSA 540:1-b requires that landlords register with each municipality and provide an in-state agent who can accept service. However, the fine for a landlord's failure to register is only \$100.00 and as of April 2015, only 1,889 of a potential 3,000 plus owners had registered. In addition, registration with the City alone does not automatically result in the tenants having the necessary landlord contact information.

Based on our year of studying the issue of housing and the challenges in enforcement, we offer the following recommendations that we believe would help achieve fuller compliance, if implemented.

**Recommendations:**

1. Increase Fines for Housing Code Violations

Currently, the penalty for violation the City's Housing Code are defined by §38.06, of the Manchester Code of Ordinances, which provides for fines of \$50, \$100 and \$200 for the first, second and third offenses, respectively. The Committee recommends creating a new code section dedicated to housing and code violations and increasing the respective fines to \$100, \$200 and \$400, which will require the Board of Mayor and Alderman to change the City Ordinance.

2. Require Landlord Contact Information Posted On-Site

The Commission recommends the following section be incorporated into the City's Housing Code, which will provide tenants with clear contact information when they have a problem with their rental unit.

**REQUIRED FACILITIES**

150.091

*A. Posting of owner's emergency information and Planning and Community Development Department information. All dwellings which are let or in which one or more units are let to another for occupancy shall have posted in a regularly accessible common area written notification containing the following:*

*1) The name, address and telephone number of the owner or his/her agent. If the owner or his/her agent does not reside in New Hampshire and within 25 miles of the subject structure, the owner must post, in addition to his/her agent's name, the name, address and telephone number of a person to contact in the case of an emergency who resides in New Hampshire and within 25 miles of the structure.*

*2) A statement noting that disputes regarding building code and/or housing standards should first be addressed by the property owner(s) and tenant(s) before contacting the Department of Planning and Community Development.*

*3) The website address of the code enforcement division at the Department of Planning and Community Development.*

*B. Transfer of Ownership. Upon transfer of ownership, the new owner shall comply with the posting or filing of emergency and Department of Building and Planning information within 24 hours of transfer.*

*C. Unattended emergency numbers. Whenever emergency numbers are left unattended for a period of 24 hours or longer, another name and emergency number shall be provided in accordance with this section.*

*D. Violations. The Department of Planning and Community Development may issue warnings or citations for violation of this section as provided for in Section 150.42 of the Manchester Code of Ordinances.*

### 3. Purchase More Functional and Suitable Software and Hardware

The Commission asked a number of quantitative questions regarding enforcement and administration of the Housing Code. Oftentimes, the response was that the computer software in place does not provide that type of reporting capability. The ability to produce reports that provide both detail and summary metrics is essential to be able to measure the effectiveness of Manchester's Housing Code administration and enforcement. The Commission recommends that the Department of Planning and Community Development invest in more functional and suitable software and hardware to improve its ability to produce reports that will provide the ability to measure certain benchmarks, including total units, number of non-compliant units, inspection back log and number of complaints, among other things. Hardware, such as computer tablets, would allow for computer generated inspection reports that could be immediately transmitted electronically, thereby improving efficiency and reducing paperwork.

New software could potentially provide an opportunity to integrate data from other City departments which would provide an additional perspective to allow for quicker identification of problems.

Having new software and the ability to track, manage and filter more data would allow the flexibility to implement incentives for landlords with above average compliance records. Such incentives may include a 5 year inspection cycle, as opposed to the three year cycle that currently applies to all units.

New software would also allow the City to make the public record of Housing Code administration readily available on the City's website.

### 4. Get Non-Responsive Landlords To Appear at Court

The Commission found that the inability to get non-responsive landlords to court was a substantial factor why some landlords choose to fail to show up for inspections or correct deficiencies. The Commission spent more time on this issue than any other and also entertained more guest speakers. The issue is complex and the Commission understands that legislative changes can be slow and laden with compromise. After studying the issue and hearing from the Police Department, City Solicitor, and Planning and Community Development, the Commission believes improvements can be made within the current statutory framework. The Commission recommends the following in order to maximize the effectiveness of the Circuit Court.

- That Housing Code Violations be issued using the Court approved citation form conforming to RSA 31:39-d. The City Solicitor needs to work with the Court and make clear that a defendant's failure to respond to the citation must result in an administrative finding of guilty, upon which the Court may issue an arrest warrant. Currently, the defendant's failure to appear has no consequence.
- Use community policing, very selectively due to priorities and resources, to visit the worst non-responsive landlords.

5. Make It Illegal to Rent a Unit Without A Certificate of Compliance

The Commission recommends that NH RSA 540-A be amended to prohibit landlords from collecting rent from tenants without a Certificate of Compliance, if the municipality where the rented premises are located has such a program. Language of the proposed statute should be clear that a violation can only be found in instances of documentable neglect by a landlord (i.e. multiple missed or failed inspections) as opposed to simple expiration of the Certificate.

6. Use Injunctive Relief to Achieve Compliance

The City has used the extraordinary measure of injunctive relief for zoning ordinance violations. The Commission recommends that the City file a petition for injunctive relief against the most egregious landlord as a test case. The petition should be clear that there shall be no displacement of tenants, that ownership of the property shall not change during the pendency of the case, and that tenants shall not be required to pay rent until the landlord achieves compliance. It is the penalty of not receiving rent that the Commission believes to be the most significant factor that will motivate landlords. It is hoped that the test case will be successful and other similar landlords will take notice.

7. Raise Awareness of Lead Based Paint Risks and Federal Laws

The Commission recommends that the Department of Planning and Community Development undertake the effort of improving awareness of, and compliance with, the Federal Renovation, Repair and Painting Rule which applies when six square feet or more of interior painted surface, or twenty square feet or more of exterior painted surface, are disturbed in a residence, school or child care facility constructed before 1978. This rule requires that the work be done by Lead-Safe certified contractors who are trained by EPA-approved training providers and follow lead-safe work practices. The Commission also recommends that the City consider amending provisions of the Housing Code to better address the problem of lead paint in the context of the Code's sections pertaining to Minimum Standards, Maintenance of Premises, and Certificates of Compliance, and to consider such regulatory amendments and other strategies to prevent lead exposures and associated cases of childhood lead poisoning.

8. Raise Awareness of Tenants Rights

While GSOP has advocated for an Office of Tenant Services, there does not seem to be a natural fit within any of the existing City departments. The Department of Planning and Community Development has offered to dedicate a portion of its lobby space, as well as its website, to providing information geared at educating tenants about how to protect their families from lead based paint risks, who to call for housing complaints and who to call for legal advice. The Commission recommends that the Department of Planning and Community Development establish and maintain areas, in both its lobby and website, where tenants can obtain information to protect their families and their rights, as well as improve their housing conditions.

9. Improve Communication Regarding Housing Issues

The Committee on Public Safety, Health and Traffic is encouraged to reach out to the Department of Planning and Community Development to better understand Housing Code Administration and request any additional information or reporting that the Committee could use for its purposes. Informing the Board of Mayor and Aldermen of significant issues may offer additional avenues to resolve housing issues.

All Commissioners wish to thank the Board of Mayor and Alderman for the opportunity to serve and make a difference for the residents of the City of Manchester. It is our sincere hope that these recommendations be favorably received and implemented so that the quality of life for some residents may be improved.

Sincerely,

Michael Tessier, Chairman

Commission Members: Tim Wood, Chris Schleyer, Kristen Garcia (replaced by Mary Sliney), Jane Skantze and Alderman Pat Long.

Ex Officio: Peter Chesia and David Albin

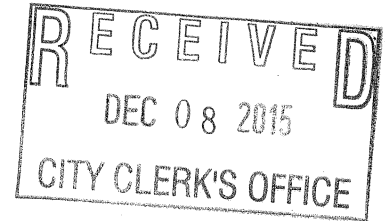
*Thomas R. Clark*  
City Solicitor

*Thomas I. Arnold, III*  
Deputy City Solicitor



*Peter R. Chiesa*  
*Gregory T. Muller*  
*John G. Blanchard*  
*Jeremy A. Harmon*

**CITY OF MANCHESTER**  
*Office of the City Solicitor*



December 8, 2015

Board of Mayor and Aldermen  
c/o Matthew Normand, Clerk  
One City Hall Plaza  
Manchester, NH 03101

**Re: Michael S. Olszta Allegation of a Violation of the City Charter**

Ladies and Gentlemen:

On September 8, 2015 Michael s. Olszta delivered to the City Clerk a letter addressed to the City of Manchester, Attention: Mayor Ted Gatsas alleging that Aldermen Ron Ludwig and Barbara Shaw “violated their oaths by violating the Charter Provision Section 9.03 Standards of Conduct Letter (e).” On September 10, 2015 the Mayor referred the allegation to the City Solicitor, pursuant to Charter Section 8.15(c). Charter Section 8.15(c) requires that the chief legal officer of the City report findings on the allegation to the Mayor and Board of Aldermen within ninety days.

The substance of Mr. Olszta’s allegation is that Alderman Ludwig and Alderman Shaw violated the Charter’s Standards of Conduct when they voted in favor of the “Teacher’s Contract.” The City Solicitor’s findings on the allegation are as follows:

The pertinent facts involved are well known. As set forth in the attached August 4, 2015 minutes of the Board of Mayor and Aldermen and the attached draft minutes of the September 1, 2015 minutes of the Board of Mayor and Aldermen, Aldermen Ludwig and Shaw abstained from or participated in a number of votes regarding the ratification of a Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association.

Alderman Ludwig has publicly acknowledged that his wife is employed as a teacher by the Manchester School District. Alderman Shaw has also publicly acknowledged that her daughter is employed by the Manchester School District as a teacher.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6523 • FAX: (603) 624-6528  
TTY: 1-800-735-2964

E-Mail: [solicitor@manchesternh.gov](mailto:solicitor@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

Section 9.03(e) of the Manchester City Charter in pertinent part provides:

*Conflict of Interest.* No City official shall participate in the decision – making process of any matter in which the official or a member of the official's immediate family has a direct personal or financial interest. Any official who believes such an interest exists shall disclose such interest and shall not participate in the matter further ...

Manchester City Charter Section 9.02(b) defines City official to include alderman. Section 9.02(d) of the Charter, in pertinent part provides "Financial interest. A monetary or pecuniary interest in a ... matter, whether direct or indirect, not shared by the public at large. A City official shall have a financial interest in the affairs of immediate family members ..."

Alderman Ludwig's wife and Aldermen Shaw's daughter, being teachers in the Manchester School District, had a monetary or pecuniary interest in the ratification of the Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association that is not shared by the public at large. A spouse or a daughter is an immediate family member as defined by the Charter. As a result Aldermen Ludwig and Alderman Shaw had immediate family members with a direct pecuniary interest in the Tentative Agreement.

Respectfully,

A handwritten signature in black ink, appearing to read "Thomas I. Arnold, III".

Thomas I. Arnold, III  
Deputy City Solicitor

8/4/15 BMA

- 22.** Ratification of a tentative agreement between the Manchester Board of School Committee and the Manchester Education Association.  
*(Note: Attached is a three-year financial analysis of the contract submitted by the Finance Director.)*

**Heather Freeman**, Assistant City Clerk, answered the motion is to ratify the contract between the MEA and the Board of School Committee.

*Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Hirschmann, and Roy voted nay. Aldermen Shea, Shaw, and Ludwig abstained. The motion carried.*

Mayor vetoed.

**Alderman O'Neil** moved to override the veto. **Alderman Craig** duly seconded the motion.

**Alderman O'Neil** requested a roll call vote on the motion to override the veto and encouraged the three who abstained or voted against to consider joining the override. Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Shea, Hirschmann, and Roy voted nay. Aldermen Shaw and Ludwig abstained. The motion failed.

9/1/15 BMA

**Alderman Long** moved for reconsideration of ratification of the teacher's contract. **Alderman O'Neil** duly seconded the motion. Alderman Long requested a roll call vote. Aldermen Long, Roy, Sapienza, Corriveau, O'Neil, Levasseur, Shea, Katsiantonis, Shaw, Barry, Gamache, Hirschmann, Craig, and Ludwig voted yea.

**Alderman Long** moved to ratify the contract between the teachers and the Board of School Committee. **Alderman Craig** duly seconded the motion.

**Mayor Gatsas** called for a vote on the motion to ratify the teacher contract. Alderman Long requested a roll call vote. Aldermen Long, Sapienza, Corriveau, O'Neil, Katsiantonis, Shaw, Barry, Gamache, Craig and Ludwig voted yea. Aldermen Roy, Levasseur and Shea voted nay. Alderman Hirschmann abstained. The motion carried.

**Alderman O'Neil** moved to override the veto and requested a roll call vote. **Alderman Craig** duly seconded the motion.

**Mayor Gatsas** called for a vote. Aldermen O'Neil, Levasseur, Katsiantonis, Barry, Gamache, Craig, Ludwig, Long, Sapienza and Corriveau voted yea. Aldermen Shea and Roy voted nay. Alderman Hirschmann abstained. The motion carried.